

# **Graduate Scheme (UFLP) - UK & Ireland**

## **FUNCTION: Human Resources (HR)**

### **Your Future Employer**

Unilever is one of the world's leading suppliers of Food, Home, and Personal Care products with sales in over 190 countries and reaching 3.4 billion consumers daily. Founded in Port Sunlight (Wirral) in 1929 by Lord Lever, Unilever has more than 400 brands found in homes around the world, including Dove, TRESemmé, Lynx, Lifebuoy, Shea Moisture, Persil, Domestos, Ben & Jerry's, Magnum, Marmite, The Vegetarian Butcher, Graze, Vaseline, Sure, Wall's, Colman's and Pot Noodle.

Faced with the challenge of climate change and the desire for human development, we want to move towards a world where everyone can live well and within the natural limits of the planet. That's why our purpose is 'to make sustainable living commonplace'.

### **What do we look for?**

We are looking for future HR leaders who are motivated by a passion for people and are trusted partners in the business to get things done. We need people who can drive performance by using data and insight to inform decision-making and continually think of new ways of doing things, fuelled by their dissatisfaction with the status quo. Whilst people skills are critical for the Unilever Futures Programme in HR, there are no specific qualifications necessary. We need HR people who are mindful and responsive to contexts and audiences, inspired to develop colleagues and the capabilities required for our winning business.

The role of HR in Unilever as a core strategic business area means we look for people with enthusiasm, an interest in how businesses operate, and the bravery to offer creative insights and execute change. People who can build relationships, collaborate with others, have a data-driven mindset, and possess strong influencing and negotiation abilities. Business challenges are always changing and evolving so remaining constantly curious and keen to learn, demonstrating agility, and being able to think differently in different contexts are key.

### **The role: Human Resources (HR)**

In HR, our vision is *"To care for our people & grow with them"*. We aim to unlock Unilever's potential and drive business growth by building a diverse and inclusive talent powerhouse that delivers consistent, superior performance.

### **What will the programme involve?**

The three-year, world-class development programme is packed with variety and challenge, with the opportunity of promotion to the managerial level after completing the programme. Throughout the programme, you'll develop your leadership skills by working on live projects, preparing you for your first management role. The programme includes 4 placements of 9 months each, including time spent in the following areas:

- HR Business Partnering working in a local, regional, or global role across a business group, business unit, and/or global functions team
- HR in Factories across various locations in the UK
- HR Expertise including Reward, Learning, Talent, Organisation Development & People Analytics
- People Experience is the heart of our function delivering the best HR experience for all Unilever employees across the entire employee lifecycle from hiring to retiring.

All rotations present responsibility and accountability from day one – it's the fastest way to learn and grow. You'll have the opportunity to shape your career adventure based on your unique strengths, skills, interests, and aspirations. We will support and guide you through stretching assignments whilst enabling you to maximise the experiences available for you to achieve your potential.

### **What could your day-to-day role include (depending on your role)?**

As a member of the HR organisation, wherever you are based in the business, you will have the opportunity to gain experience in driving culture change, managing employee relations, developing talented leaders, improving team performance, and building skills and capabilities that each business area needs, and much more. All part of shaping the organisation to be future fit and maximise business performance and growth.

### **Some of our positions you could be allocated to include:**

- HR Business partner BG/BU
- People Partner
- Global Learning Specialist
- Reward Specialist

### **Skills required include:**

- Business Acumen
- Stakeholder Management
- Design thinking
- Digital Technology Awareness
- Microsoft Office skills (Excel, Outlook, Word, PowerPoint)

Please note, that at Unilever we have development programmes, the skills above are skills that would be good to have at the beginning however you will develop them over the course of your programme.

### **Our application process involves:**

#### Step 1: Online Application

Complete the online application form. It is a simple and easy application process with the option of filling out your details using your LinkedIn profile. You may apply to one function in your application.

#### Step 2: Profile Assessment

Complete two stages of profile assessment; a portrait personality test and an online assessment. These are designed to look at different elements of your cognitive, emotional, and social traits. You will receive personalised feedback after completing each stage.

#### Step 3: Digital Interview:

The digital interview will consist of 3 short questions followed by a business case. You will be asked to solve real-world problems using Unilever scenarios. You'll be able to record and complete your interview anytime and anywhere.

#### Step 4: Discovery Centre:

You will be invited to a 'day in the life' of a Future Leader at Unilever. You will experience a face-to-face day filled with several exciting activities including project meetings, business challenges, a team meeting with Unilever colleagues, and an interview.

### **What Can Unilever offer YOU?**

- A Competitive Salary of £35,000
- A pension Scheme
- Annual Bonus
- A discounted staff shop
- Subsidised Gym Memberships
- Shares
- Relocation support through a £5000 tax free loan
- 25 days of holiday allowance

Diversity at Unilever is about championing inclusion, embracing differences, creating possibilities, and growing together for better business performance. To celebrate this, we have internal networks and communities created to raise awareness for a cause, which work to create change within the business. These networks include Proud,

Empower, Enable and Unity and our communities include Thriving Parents, Carers, and All Inclusion Club.

We give full and fair consideration to all applicants, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We are a key advocate of well-being and offer a variety of support for our people including hubs, programmes, and development opportunities. We strive to achieve a family-friendly and inclusive workplace and to, above all, create possibilities for all.

### **What support will you receive?**

- A dedicated buddy to help you onboard and learn about the business.
- A dedicated Career Sponsor, who can support you with your growth & development throughout the total duration of your programme.
- An experienced Line Manager for each of your functional rotations, allowing you to gain a breadth of experience.
- A bespoke Learning & Development Plan, designed to help you build your leadership skills.
- Opportunities to gain leadership experience outside of your functional rotations.

### **Do you require any adjustments in the application or assessment process?**

If you do need any adjustments, please inform the Talent Acquisition team who will contact you to discuss the accessibility options available. E.g., If required extending time spent in any 'timebound' assessments/interviews.

\*We also provide accessibility options such as magnifying glass, decrease/increase the font size, change font & colour, screen ruler, and screen mask for everyone who would require support.

Please contact the Talent Acquisition team at [futurecareers.recruitment@unilever.com](mailto:futurecareers.recruitment@unilever.com)

To find out more about Unilever, including more information about our Employee Resource Groups, please click [here](#).

### **Location:**

We offer a 3-year programme consisting of a variety of roles across the UK with rotations ranging from 3 to 12 months. We require all applicants to be geographically mobile throughout the programme as we have opportunities across the UK and the programme is designed this way to excel your experience and leadership skills.

### **Travel Required:**

Approximately 10-25% of your time, depending on your functional rotation.

**Discovery Centre:**

Our Discovery Centres will run from the week commencing the 9th of December 2024 and will be held at our London Blackfriars office.

**Closing date:**

We will be closing our applications on the 7<sup>th</sup> of November 2024, however, if we receive enough applications for the business area before this, applications will close accordingly. We, therefore, advise you to apply as early as possible to avoid disappointment.

**Recruitment Fraud**

Cybercriminals advertise fake job adverts with prestigious employers as a way of stealing information or even defrauding individuals out of money. In the most sophisticated cases, they will set up fake websites, which have a similar address to companies like Unilever. They even conduct fake telephone interviews and then offer candidates a role with the proviso they pay a fee for background checks or to cover work visa costs. These types of attacks are becoming more common as more people are looking for employment in the economic climate.

**How is Unilever tackling this?**

Many of Unilever's recruitment sites publish a warning to candidates about recruitment fraud. The Cyber Security team also proactively scans for signs of people setting up fake Unilever sites and acts to close them down.

**What can I do?**

If you become aware of potential recruitment fraud, spot fake Unilever recruitment adverts or fake LinkedIn profiles, report them via Una Live Chat.

Unilever does not accept responsibility or liability for any candidates who are financially impacted by recruitment fraud. Your vigilance is key!