



JOB & PERSON SPECIFICATION

Name		Job Title	HRCL Business Partner
Function Management	Head of HR and Contractor Liaison	Line Management	Head of HR and Contractor Liaison
Department	HR and Contractor Liaison		
People Management	HRCL Team		
Role Summary			
Providing HR expertise and guidance to support the achievement of business objectives. To effectively oversee, coordinate and manage the operational workload and general HRCL activities for all PD&MS Group Companies.			
Work Environment			
Office based, sitting, computer use, some travel			
Responsibilities			
Strategic HR Partnership - Partner with Leads / Heads to implement HR strategies that support business goals - Provide insights and recommendations on HR issues and trends			
Talent Management - Support the departmental recruitment and selection process, ensuring the right talent is hired - Support talent programs and input to succession planning for the department and the wider business - Oversee departmental performance management processes, including goal setting, 12 week and annual reviews and development plans. - Ensure there is a resource available to support Learning and Development queries and undertake the necessary coordination and administrative functions required. - Support the Group 12 week and annual review process including follow up and close out - Undertake other specific Learning and Development projects as directed - Monitor and assist with Performance Improvement Plans (PIP) in conjunction with appropriate department head			
Relationship Management and Employee Engagement - Manage employee relations issues, providing guidance and support to managers and employees - Promote a positive and inclusive work environment - Undertake and support with redundancy, grievance, disciplinary, TUPE and capability investigations and hearings, resolving conflict in a fair and timely manner - When required, coordinate and liaise with external HR specialists - Maintain strong and effective relationships with other departments			
Compensation and Benefits - Liaise with RSK Reward for benefit administration including renewals, collaborating to ensure competitive value is received. Oversee and manage in-house retained benefits - Assist in the development and communication of compensation and benefits policies			

Organisational Development

- Support organisational change initiatives and help manage the impact on employees
- Implement programs to improve employee engagement and retention

HR Compliance

- Ensure compliance with employment laws and regulations at all times
- Maintain up-to-date knowledge of HR best practices and legal requirements
- Assist with internal and external HR audits
- Oversee the requirements for preparation of contracts of employment, service agreements, amendments, renewals and other contractual paperwork
- Responsible for ensuring contractor company details and insurance certificates remain up to date and are recorded on Cascade System
- Ensure HRCL records, files and systems are maintained in accordance with legal requirements and company policies and procedures
- Ensure highly accurate records are maintained in the HRIS
- Prepare new Job Specifications and Service Specifications in conjunction with the discipline as required

HR Metrics and Reporting

- Analyse HR metrics and provide reports as required

Policy Development, Implementation and Projects

- Responsible for developing, improving, and implementing policies and procedures as required
- Communicate and ensure adherence to HR policies across the Group
- Undertake and participate in projects as discussed and agreed with Head of Department

Operational and Team Management

- Point of contact for operational matters
- Point of contact for tender / bid requirements
- Plan, manage and direct workload for team members
- Support, coach, mentor and motivation of team members
- Provide training and development of HRCL team members as required
- System Administrator for HRIS
- Oversee the necessary administrative tasks associated with day-to-day queries, processes and issues
- Liaise with health providers to arrange medicals, random drug screening and staff health surveillance and ensure all paperwork is returned timeously
- Responsible for ensuring Baku Days in Country is accurate and up to date at all times and compliance with visa recording requirements
- Support the Head of HR and Contractor Liaison as and when required

Other

- Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner
- Adherence to the company integrated management system

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- Compliance with quality assurance, health and safety and environmental policies
- Demonstrate and promote PD&MS QHSE principles and lead by example
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate and promote PD&MS values and lead by example
- Ensure direct report performance reviews are carried out within the required timescales (where applicable)

Authorities

- Authorised to prepare Contracts of Employment and Service Agreements
- Authorised to advise on UK Employment Law
- Authorised to draft changes to policies, procedures and templates

Skills & Attributes

- Maintaining confidentiality
- Sense of urgency
- Ability to work as part of a team
- Excellent understanding of employment related issues
- Professional conduct and integrity
- Empathy
- Highly accurate
- Excellent time management, interpersonal and communication skills
- Self-motivated
- Ability to prioritise workload and work on own initiative
- Ability to build and maintain strong relationships at all levels
- Problem solving and conflict resolution skills

Competency Standards	M / P	Y / N / CE	Details
CIPD qualified or equivalent	M		
Educated to higher grade level or equivalent, with a pass in English	M		
Previous experience in a similar role	M		
Experience of Human Resource Management Systems	M		
High operating standard in the use of MS Office applications	M		
Experience in Managing and Developing Others	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	