



# JOB & PERSON SPECIFICATION

<b>Name</b>		<b>Job Title</b>	HRCL Coordinator
<b>Function Management</b>	Head of HRCL	<b>Line Management</b>	Senior HRCL Coordinator
<b>Department</b>	HR and Contractor Liaison (HRCL)		
<b>People Management</b>	N/A		
<b>Role Summary</b>			
To effectively coordinate and manage general HR and Contractor Liaison activities including administration for the department whilst supporting all PD&MS Group companies.			
<b>Work Environment</b>			
<ul style="list-style-type: none"> <li>Office based, sitting, computer use</li> </ul>			
<b>Responsibilities</b>			
<p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>Focal point for HRCL queries for all PD&amp;MS Group companies</li> <li>System Administrator for HR Operating System</li> <li>Advise Senior Coordinator(s) on a variety of general HR matters, including status updates on workload, outstanding service agreements etc.</li> <li>Undertake and participate in HRCL projects as discussed and agreed with Senior Coordinator(s)</li> <li>Manage staff relationships, promptly responding to queries and manage expectations</li> <li>Contribute to creating a positive employee relations climate</li> </ul> <p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>Liaise with health providers to arrange medicals, random drug screening and staff health surveillance and ensure all paperwork is returned timeously</li> <li>Undertake benefit administration, where required, ensuring cover is in place for employees and notification of available benefits to employees when appropriate</li> </ul> <p><b>Training, Development and Reviews</b></p> <ul style="list-style-type: none"> <li>Support with annual reviews, 12 week reviews and Contracting Company Performance Assessments</li> <li>Administer training requests ensuring management approval is in place, booking of training and logistics where required. Ensure full flow process is followed and relevant records and trackers are appropriately updated.</li> <li>Undertake ECITB grant commitments and claims</li> <li>Engage with suppliers ensuring terms and conditions are agreed and in place</li> <li>Resolution of any issues or problems arising from booked training</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Ensure GDPR is managed correctly and maintained</li> <li>Oversee and undertake the requirements for preparation of contracts of employment, service agreements, amendments, renewals and other contractual paperwork</li> <li>Oversee and support new employees and Contracting Companies with all areas of onboarding</li> </ul>			

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- Responsible for ensuring renewal of Service Agreements and ensuring contractor company details and insurance certificates remain up to date and are recorded on HR Operating System
- Responsible for ensuring New Start, Changes and Leaver requirements are closed out
- Process the necessary administrative tasks associated with day to day HRCL queries and issues
- Provision of reports as required
- Oversee recording of absence management is conducted as per company requirements
- Ensure HRCL records, files and systems are maintained in accordance with legal requirements and company policies and procedures
- Assist with input to developing and improving policies and procedures as required
- Undertake, where required, with the creation of PD&MS Company CVs
- Undertake obtaining e-visas, business visitor orders and upkeep of days in country register
- Monitor, maintain and distribute queries received to the HR, Contractor Liaison and Training inboxes
- Support Baku Region with assisting with PAAF documentation when required
- Preparation and issue of Job specifications and Service specifications
- Assisting with personnel annual updates
- Parent company updates as required

## General

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

## Authorities

- N/A

## Skills & Attributes

- Maintaining confidentiality
- Excellent use of grammar and spelling
- Highly accurate
- Excellent skills in Word, Excel and Outlook
- Good housekeeping skills
- Good time management skills
- Good interpersonal skills
- Self motivated
- Ability to prioritise workload
- Ability to maintain filing systems
- Ability to work as part of a team



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Competency Standards	M / P	Y / N / CE	Details
Either: Pass grades at higher level or equivalent in suitable subjects, or pass grades at standard level or equivalent supported by an Administration qualification	M		
Demonstrable experience in a similar role	M		
Demonstrable administration experience	M		
Competent in the use of MS Office applications, in particular excellent use of Excel and Word	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	