

Job Description

Job Title	: HR Business Partner (HRBP)
Location	: Aberdeen
Reports Functionally To	: Group Director of HR
Reports Administratively To	: Group Director of HR
Works Closely with	: HR team, People Managers, Senior Management Team, Group Payroll & Benefits team and Group People Operations team.
Direct Reports	: HR Advisor, HR Assistant, HR Administrator

A. Overall Purpose Of The Job

The HR Business Partner is a pivotal role in the HR team in the delivery of HR projects, change management, TUPE, acquisition, integration, engagement and employee relation.

As a HR Business Partner, you will support the ongoing development of the HR function within a growing and fast paced business whilst contributing to major change projects across the organisation. This is a true business partnering role that will provide guidance and direction to the HR Advisor, HR Assistant and Administrators. The role will deliver effective day to day support in all areas of the employee life cycle including discipline & grievance, absence & performance management, redundancy, reward, talent management and development along with succession planning.

B. Key Responsibilities

- Build relationships with stakeholders and become a trusted partner in order to positively influence approaches and behaviours in line with Company's standards and best practice
- Delivery of organisational design and change management initiatives.
- Leading business TUPE requirements including data collation and consultations.
- Delivery of acquisitions, integrations and or business sale due diligence and processes
- Deliver reports and people data as required to meet the needs of HR projects and initiatives.
- Take ownership for employee relations case load as required and providing employment tribunal preparation support.
- Provide partnered support to multiple business stakeholders, coaching and mentoring managers as and when required.
- Support the training and learning of HR reports.
- Manage escalated queries regarding talent management, onboarding, general escalated queries.
- Conduct policy reviews and development of non-standardised letters as required.
- Participate in the delivery of people manager training and mentoring as required.
- Support the delivery of HR projects and HRBP services as required.
- Where necessary, schedule visits to locations in the area of responsibility.
- Proactively work to build people management capability across the organisation to enable line managers to handle people issues confidently and autonomously.
- Support the HR team in producing HR metrics and use them to drive improvements across the business.
- Work closely with the HR team to ensure robust employee lifecycle processes are in place.

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- Become an ADP (HR/payroll solution) super user, driving efficiency and customer satisfaction.
- Take an active part in quality improvement processes. Identify and report any deficiencies to Line Manager and obtain authorisation for any deviations from standard procedures.
- May be required to assist with employee support in emergency situations, out of hours.

This list is non-exhaustive, and the role holder may be required to undertake additional duties that are not specifically listed above.

C. Job Profile

Required Skills and Knowledge

- Excellent written and verbal communication skills, with the ability to adapt to your audience as appropriate.
- Strong IT skills in HRIS and Office packages.
- Ability to manage own workload effectively.

Required Competencies

- Resilience when faced with ambiguity and changing priorities whilst maintaining a positive, 'can-do' attitude.
- Passionate about delivering a proactive, value-add HR service to the business.
- Strong team player.

Required Work Experience

- Proven generalist experience as a HRBP, People Partner, or equivalent.
- Experience in a client focused organisation.
- Experience working with offshore populations (desirable).

Required Qualifications

- Degree level qualification preferred.
- CIPD qualified preferred.

Travel / Rotation Requirements

- Occasional local travel.



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*This job description outlines the types of responsibilities the incumbent is required to perform.
The incumbent may be required to perform job related tasks other than those specifically presented in this job description. This job description is subject to regular review.*

Name & Signature of Reporting Manager

Name & Signature of Employee

Date

Date