

JOB DESCRIPTION

Job Title:	Human Resources (HR) Business Partner
Department:	Human Resources, Internal Communications, Training and Competence Team
Onshore/Offshore:	Onshore
Location:	Aberdeen (opportunity for hybrid working in the United Kingdom)
Reports to:	Chief People Officer (CPO)

Role Purpose

As a strategic partner to business leaders, the HR business partner will support the delivery of people strategies aligned with operational and corporate goals in a highly regulated and safety-focused environment.

In a newly created role, reporting directly to the Chief People Officer, the HR business partner will work collaboratively in a small team, with one other HR business partner and two HR co-ordinator/analysts, which are also newly created roles.

Delivering pro-active people related solutions, with a customer focused mind-set, this role will support onshore and offshore operations both across Serica's North Sea assets and for the London and Aberdeen offices.

Working in a Public Listed Company, the HR business partner will engage with both corporate and operational HR/people activities.

Areas of Responsibility

Geographical Span:	Serica Assets- UKCS
Direct Reports:	HR co-ordinator/analyst(s) (if applicable)
Travel Required:	Occasional as required

Main Tasks

Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.

Business Partnering

- Collaborate with senior leaders to shape and implement HR/people related strategies that drive business performance and support Serica's company goals.
- Act as a trusted credible advisor on people related matters, including organisational design and employee relations.
- Develop and lead on full life-cycle people strategies, including workforce planning, talent acquisition, performance management, reward and recognition, and talent management including succession planning.
- Deliver training and development to supervisors and managers on HR related policies and procedures which are tailored to operational and compliance needs.
- Act as a liaison between offshore and onshore to ensure professional and fit for purpose service is provided.
- Supporting organisational change effectiveness by delivering appropriate management of organisational change processes to facilitate smooth onboarding and/or transitions.

Compensation and Benefits

- Develop annual compensation programmes, ensuring proactive engagement with line managers to deliver.
- Support the Chief People Officer with executive director rewards, including support to remuneration committee meeting preparation.
- Manage benefit programmes, including liaising with the Company Secretary on relevant share plans and input to remuneration committee meetings.

HR/People related Policies and Procedures

- Ensure people related policies and procedures are up to date with latest UK legislation and regular training, and expert guidance is provided to managers.
- Support absence and case management processes, liaising with occupational health as necessary.
- Work collaboratively with leaders, training and competence to ensure effective onboarding.

Data and Reporting

- Record, track and analyse HR data to inform decision-making and improve workforce effectiveness.
- Support processes to facilitate payroll and facilitate holiday cover for these if necessary.

Workforce Engagement

- Champion diversity, equity, and inclusion across all levels of the organisation.
- Support employee forum and employee resource groups, ensuring effective consistent communications.
- Co-ordinate with internal communications to support proactive meaningful workforce communications.

Team/Leadership

- Promote Serica's values of communication, learning, empowerment, accountability and respect.
- Delegate for Chief People Officer as required.

- If applicable, manage, lead and motivate the HR co-ordinator/analyst(s).

Professional/Educational Requirements

- | | |
|-------------------|--|
| Essential: | <ul style="list-style-type: none"> - Track record in providing professional people solutions in a busy regulated environment. - Experience working at business partner level in a human resources team is essential. - Educated to degree level, or equivalent. - Chartered Member of CIPD, or equivalent. - Oil and gas industry experience is advantageous. - Working in a plc environment is also advantageous. |
|-------------------|--|

Behavioural Skills

- | | |
|------------------|---|
| Essential | <ul style="list-style-type: none"> - Strategic thinking focused with business acumen. - Strong interpersonal skills with the ability to building relationships with a solutions driven mindset. - Professional, ability to show empathy and understanding. - Good critical thinking, ability to problem solve, use HR/people data to partner with managers to deliver practical solutions. - Collaborative and team-oriented leader, with strong communication and stakeholder engagement skills. - Possesses a growth mindset, adaptable and open to new challenges and opportunities. |
|------------------|---|