

## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources (HR) Co-ordinator/Analyst
<b>Department:</b>	Human Resources, Internal Communications, Training and Competence Team
<b>Onshore/Offshore:</b>	Onshore
<b>Location:</b>	Aberdeen (opportunity for hybrid working in the United Kingdom)
<b>Reports to:</b>	Human Resources Business Partner (HRBP)

### Role Purpose

Providing the essential administrative and operational support in the HR, internal communications and competence and training team. The HR co-ordinator/analyst will ensure smooth delivery of the HR/people services across the employee lifecycle.

In a newly created role, reporting directly to the HR Business Partner, the HR co-ordinator/analyst will work collaboratively in a small team, with one other HR co-ordinator/analyst. Although both roles will have shared tasks, the preference is for one of the roles to possess a more analytical focus, with the other being more of a generalist skills set.

Delivering pro-active people related solutions, with a customer focused mind-set, these roles 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 co-ordinator/analyst will engage with both corporate and operational human resource activities.

### Areas of Responsibility

<b>Geographical Span:</b>	Serica Assets- UKCS
<b>Travel Required:</b>	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.*

### Operations

- Input, maintain and update employee records in HR system (PeopleHR) and associated personnel files.
- Coordinate recruitment activities, including posting job adverts, scheduling interviews, and liaising with candidates.
- Support onboarding and offboarding processes, including preparing contracts and conducting inductions.
- Respond to employee queries regarding policies, benefits, and procedures.
- Support the HRBP to ensure compliance with GDPR and employment legislation in all HR documentation.
- Support performance review processes and employee engagement activities.
- Provide administrative support for employee relations activities, (e.g. absence case management, performance, disciplinary and grievances)
- Support the Training and Competence Co-ordinator to organise training sessions, maintain training records, and support learning initiatives.

### Compensation, Benefits (including all share plans) and Payroll

- Responsible for timely and accurate payroll and benefits administration to finance and external payroll provider.
- Ensure accurate information sent to employees regarding compensation and benefit changes.
- Maintain accurate records of employee compensation and benefits.

### Data

- Collect, analyse, and interpret HR data (e.g. turnover, engagement, compensation).
- Support workforce planning, talent analytics, and diversity reporting.
- Prepare HR reports and metrics (e.g. absence, turnover, compliance).
- Develop dashboards and reports to support Chief People Officer (CPO) and leadership teams.

### Continuous Improvement

- Conduct audits to ensure compliance with employment law and internal policies.
- Evaluate the effectiveness of people related programmes and recommend enhancements.
- Collaborate with the CPO and HR team to improve systems, processes, and data integrity.
- Assist in the implementation of new HR technologies and tools.
- Contribute to projects and continuous improvement initiatives.

### Team/Leadership

- Promote Serica's values of communication, learning, empowerment, accountability and respect.
- Support Chief People Officer and occasional data/administration requests.
- Work as a collaborative team and delegate for team roles as required.

Professional/Educational Requirements	
<b>Essential:</b>	<ul style="list-style-type: none"> <li>- Experience working in a human resources team with an understanding of the full life cycle HR/people processes.</li> <li>- Educated to degree level, or equivalent.</li> </ul>
<b>Beneficial</b>	<ul style="list-style-type: none"> <li>- Working towards CIPD, or equivalent.</li> <li>- Experience in the oil and gas industry.</li> </ul>
Behavioural Skills	
<b>Essential</b>	<ul style="list-style-type: none"> <li>- Good organisational, communication and presentation skills.</li> <li>- Attention to detail and data accuracy is essential.</li> <li>- High level of confidentiality and professionalism.</li> <li>- Ability to manage multiple priorities and meet deadlines.</li> <li>- Proficiency in excel and comfortable with IT systems and workflows.</li> </ul>
<b>Beneficial</b>	<ul style="list-style-type: none"> <li>- Analytics certifications, proficiency in HRIS platforms.</li> <li>- Proficiency in Power BI</li> </ul>