

HR Coordinator/ Analyst (12 Months Contract)

Location: Onshore Aberdeen, opportunity for hybrid working

Salary: Competitive

Date Posted: Friday, 10 July 2026

Closing Date: Friday, 17 July 2026

The Role

At Serica Energy, our people are at the heart of our success. As an HR Co-ordinator / Analyst, you will play a key role in delivering efficient, people-focused HR services across our offshore and onshore operations, supporting employees throughout the entire employee lifecycle.

Reporting to the HR Business Partner, you will join a collaborative HR, Internal Communications, Training and Competence team, providing operational support while helping to ensure our people processes are accurate, compliant and delivered to a high standard. This is a varied role that combines HR administration, employee support, reporting and continuous improvement activities.

Alongside providing full employee lifecycle support to employees, you will be involved in onboarding, employee relations, payroll and benefits administration, while also providing valuable people insights through data analysis and reporting. Working with leaders across the business, you will contribute to workforce planning, engagement initiatives and HR metrics that support informed decision-making.

This is more than a traditional HR coordination role. We are looking for someone who takes a proactive approach to improving how HR operates, identifying opportunities to streamline processes, enhance data quality and maximise the value of our HR systems and technology. You will support projects and continuous improvement initiatives that optimise people processes, increase efficiency and enhance the employee experience across the business.

Strong Communication and Respect will be essential as you build trusted relationships with employees, managers and external stakeholders, providing a professional and responsive service while maintaining confidentiality and integrity. Through Learning and Empowerment & Accountability, you will help drive high-quality people services while contributing to the continued evolution of HR systems, processes and reporting capabilities across Serica.

What we are looking for in potential candidates:

We're looking for a proactive HR professional who is equally comfortable supporting day-to-day people activities and using data to generate meaningful insights.

Leadership & Responsibilities

- Support HR activities across the employee lifecycle, including recruitment, onboarding, employee relations and employee engagement.
- Provide accurate administration and maintenance of employee records, HR systems and documentation.
- Support payroll, benefits and compensation administration, ensuring accurate and timely information.
- Produce HR metrics, dashboards and people insights to support leadership decision-making.
- Assist with workforce planning, diversity reporting, compliance monitoring and HR audits.
- Contribute to continuous improvement initiatives, helping to enhance HR processes, systems and employee experience.

Experience & Qualifications

- Experience working within an HR environment, with a good understanding of employee lifecycle processes.
- Degree qualified or able to demonstrate equivalent relevant experience.
- Strong analytical skills with experience producing reports, interpreting data and maintaining data accuracy.
- Excellent organisational and communication skills, with the ability to manage multiple priorities effectively.
- Strong Excel skills and confidence using HR systems and digital tools.
- CIPD studies, Power BI experience, HR analytics capability or experience within the energy sector would be advantageous.

Next Steps

If, having read the information above, you would be interested in a conversation to take things forward, the next step is to contact Emma.Smart@orioneng.com at Serica's Recruitment Partner, The Orion Group.

Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their [Privacy Policy](#).

JOB DESCRIPTION

Job Title:	Human Resources (HR) Co-ordinator/Analyst
Department:	Human Resources, Internal Communications, Training and Competence Team
Onshore/Offshore:	Onshore
Location:	Aberdeen / Hybrid
Reports to:	Human Resources Business Partner (HRBP)

Role Purpose

Write a short description of the role below:

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

Geographical Span:	Serica Assets- UKCS
Budgetary Responsibilities:	No
Direct Reports:	No
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.

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

Essential:	- Experience working in a human resources team with an understanding of the full life cycle HR/people processes. - Educated to degree level, or equivalent.
Beneficial	- Working towards CIPD, or equivalent. - Experience in the oil and gas industry.

Behavioural skills

Essential:	- Good organisational, communication and presentation skills. - Attention to detail and data accuracy is essential. - High level of confidentiality and professionalism. - Ability to manage multiple priorities and meet deadlines. - Proficiency in excel and comfortable with IT systems and workflows.
Beneficial	- Analytics certifications, proficiency in HRIS platforms. - Proficiency in Power BI

Equal Opportunities and Reasonable Adjustments

Serica Energy is an equal opportunities employer. We welcome applications from all candidates and are committed to a fair and inclusive recruitment process. Reasonable adjustments will be made to support applicants and employees with a disability or health condition (Equality Act 2010).