

JOB TITLE	HR Specialist
LOCATION	Aberdeen, UK
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

The HR Specialist will be required to undertake duties autonomously and with the support of others. Duties will include those listed below and any other support service where requested by their line management:

JOB RESPONSIBILITIES

- Providing HR support for all personnel (permanent and self employed contractors)
- Managing recruitment including drafting job descriptions, advertising, sourcing, shortlisting, interviewing, job offers, feedback etc
- Managing all personnel lifecycle administrative tasks for employees including processing new employees, annual leave, absences, training requests and collating certificates, checking registration requirements, disciplinaries, reviews and exit interviews
- First contact for HR queries
- Supporting full compliance with all HR processes and policies
- Supporting full compliance with offshore/client requirements
- Ensuring the smooth running of any TUPE transfers
- Managing the internal database
- Working closely with the Logistics & Training Lead to ensure a seamless service
- Providing regular reporting to the Senior Management Team
- Providing relevant data for tenders
- Working alongside appropriate parties (e.g. Unions, global workforce employment solutions)
- Ensuring adherence to company administration procedures (ISO, HIS, SEQOHS, HSEQ, GDPR etc)
- Working closely and communicating effectively with other staff to ensure employees receive a high level of service at all times
- Participating in the duty manager rota (currently 1 week on call every 5 weeks)
- Providing general HR support as required

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

General Qualifications/Certification

- Minimum degree qualified – HR experience
- Good communication and organisational skills
- Good time management
- Excellent written and verbal communication skills
- Proactive approach and ability manage own workload
- Excellent Microsoft Office skills

Behavioural/HSE

- Flexible and adaptive with a willingness to engage in other functions within the business
- Handle issues and complaints in a positive and calm manner