

JOB TITLE	Human Resources Advisor
LOCATION	Newcastle, United Kingdom
EMPLOYMENT	Permanent
REPORTING TO	Human Resources Business Manager

DESCRIPTION OF FUNCTION

The Human Resources Advisor role is key in aligning HR activities to underpin business strategy and will provide specialist advice and support to the Business. The role involves supporting all aspects of the employee life-cycle including recruitment, onboarding, performance management, and reward. Ensuring compliance with employment legislation, alignment with company values, and support for operational delivery both onshore and offshore. This role will also provide administrative support to other departments.

Interfaces:

Internal – All employees, Senior Leadership team, HR Business Manager and Payroll team

External – Recruitment agencies, insurance providers, medical provider, and other external service providers

JOB RESPONSIBILITIES

HR Advisory & Employee Relations

- Provide day-to-day HR advice to managers and employees on policies, procedures, and best practice
- Support and advise on employee relations matters including disciplinary, grievance, absence management, performance and capability issues
- Ensure consistent and fair application of HR policies across the business
- Support with occupational health co-ordination and medicals

Compliance & Policy

- Ensure HR policies and procedures are up to date and compliant with UK employment law and legislative changes
- Maintain and promote HR SharePoint site
- Support compliance with industry-specific requirements (e.g. offshore working, medicals, certifications, right to work, IR35 awareness)
- Maintain accurate employee records and HR systems

HRIS, Reward, Payroll & Benefits Support

- Support business with rollout of UKG
- Collate and process payroll by providing accurate HR data and managing changes
- Administer new benefits rollout, pensions, and insurance schemes

- Provide guidance on pay reviews and bonus processes and manage the onsite process

Culture, Engagement & Wellbeing

- Support employee engagement initiatives and wellbeing programmes (Neuro-diversity training, OEUK, etc)
- Act as a trusted point of contact for employee queries and concerns
- Promote a positive, inclusive and safety-focused culture aligned with subsea engineering operations

Recruitment & Workforce Planning

- Support recruitment activities for technical, engineering, offshore and support roles
- Advise hiring managers on role profiles, contracts, remuneration and onboarding
- Coordinate onboarding and induction processes, including offshore compliance requirements where applicable
- Co-ordinate travel arrangements inc. VISA applications for technicians required to support at client sites both onshore and offshore

Learning, Development & Performance

- Support performance review processes and objective setting
- Assist with training and development initiatives, including technical and mandatory training tracking
- Support succession planning and talent development where appropriate
- Maintain competency matrices and training records for all staff.
- Manage and maintain training budget as part of annual budget.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- CIPD / Human Resources Management Degree or relevant experience
- HR experience in Subsea Oil and Gas Industry or similar desirable
- Experience in leading Human Resources Projects
- Strong communication, problem-solving, and analytical skills.
- High level of confidentiality
- Ability to plan, prioritise, and multi-task
- Excellent consultation, interpersonal, and reporting skills
- Self-motivated and able to work under pressure
- Effective team player, ability to coach, mentor, and engage employees