

POSITION DESCRIPTION

1.THE POSITION	
Position	HR Manager (Fixed Term Contract – 12 months)
Competency Level Applicable to only O&M	
Function	Human Resources
Position Summary What is the purpose of this position? Why does it exist?	To provide comprehensive HR services to the Dragon LNG business. Drives the HR agenda and provides specialist knowledge in a number of key HR areas.
Organisational Structure Describe the position in the organisation, including who the jobholder reports to, who reports to them and who their peers are	The position reports directly to the Managing Director and is a member of the leadership team. Leads a small team in the delivery of HR operational activities.
Key Accountabilities What are the core accountabilities of this position starting with HSSE	<p>Working with approximately 90 staff, providing guidance and support to all staff on the full range of HR activities including policies and procedures, terms and conditions of employment, absence management, restructuring of services, recruitment, retention, performance management, employee relations, employee reward and learning and development.</p> <p>Delivery of the HR team plan and scorecard as well as contributing to wider Continuous Improvement projects.</p> <p>HSSE</p> <ul style="list-style-type: none"> • Every individual has a duty to both themselves and those around them to ensure that safe practices are adhered to at all times. <p>HR Strategy</p> <ul style="list-style-type: none"> • Define, communicate and align the HR service offering, ensuring it is fully aligned to the business priorities. • Ensure that the HR Management System is up-to-date and fit-for-purpose. <p>HR Annual Cycle Process</p> <ul style="list-style-type: none"> • Lead and follow up the completion of the HR Annual Performance Review Cycle and Succession Planning processes <p>Training & Development</p> <ul style="list-style-type: none"> • Accountable for driving the delivery of Individual Development plans and preparation of the DLNG Annual Training Plan for approval • Accountable for the organisation and coordination of external and internal training programmes • Accountable for competence management and associated efforts <p>Recruitment</p> <ul style="list-style-type: none"> • Lead and manage recruitment activity interfacing with interested applicants • Provide a dedicated HR induction process and ensure proper on-boarding <p>HR Policy and Reporting</p> <ul style="list-style-type: none"> • Ensure that DLNG HR policies are up to date with current legislation and best practices by recommending appropriate changes and review • Prepare HR reports, support and influence robust decision making <p>Discipline and Grievance Handling</p> <ul style="list-style-type: none"> • Work collaboratively with employees and key HR stakeholders to minimise HR related challenges or incidents proactively • Lead on disciplinary, grievance and industrial relations activity

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	<p>Remuneration</p> <ul style="list-style-type: none"> • Drive remuneration reviews and benchmarking exercises, pro-actively recommending changes where appropriate • Advise on salary increases based on annual reviews and those related to improved levels of competency • Ensure that remuneration payments match the latest HR agreements and are accurately recorded <p>Record Management</p> <ul style="list-style-type: none"> • Ensure accurate employee and departmental files are maintained and retrieve documents within an organised and accessible filing system • Has responsibility for data protection within Dragon LNG; acts as the Data Protection Officer for the company. <p>Occupational Health</p> <ul style="list-style-type: none"> • Manage health issues and medical referrals, including acting as contract owner for any occupational health efforts. <p>Crisis Management</p> <ul style="list-style-type: none"> • HR lead on the crisis management team, including family and hospital Liaison activities <p>Coaching</p> <ul style="list-style-type: none"> • Coach members of the HR team to improve expertise and increase the service quality of the HR Department <p>Undertaking any other tasks commensurate with skills, qualifications and experience.</p>
<p>Authority/ Influence over Resources</p> <p>What authority or influence does the position holder have over people, money, budgets?</p>	<ul style="list-style-type: none"> • Responsible for the creation of the HR, Training and Development budget • Sign off any externally sourced training paid for by departmental budgets other than HR
<p>Internal/ External Interaction</p> <p>Who are the internal and external contacts that the position holder typically has to work with? What is the nature of interaction?</p>	<ul style="list-style-type: none"> • Internally: Working with the Senior Management team and Line Management, maintaining close and effective personal working relationships at all levels of the organisation. • Externally : 3rd party service providers such as recruitment agencies , training vendors etc, HR contacts in other local oil & gas companies and HR Experts in respective Shareholder Companies • Externally : provide proactive business updates and align direction with key HR stakeholders.
<p>2. PERSON SPECIFICATION</p>	
<p>Experience Needed</p> <p>Describe the unique experience that is required to be successful in this position</p>	<ul style="list-style-type: none"> ▪ Proven HR generalist experience including the ability to work at both strategic and operational levels ▪ Experience in the development and implementation of employment policies and procedures ▪ Displays professional innovation such that they are recognised by the business as a Functional Lead in HR – able to create alternative solutions to established challenges ▪ Experience working in an industrial environment is important and in the Oil & Gas Industry would be an advantage ▪ Seasoned experience in performance management, employee and HR stakeholder relations and organisational efficiency;
<p>Knowledge, Skills , Attributes and Qualifications</p> <p>Describe the</p>	<ul style="list-style-type: none"> ▪ Excellent knowledge of HR theory and practice ▪ Detailed knowledge of UK employment legislation ▪ University degree in a HR related field ▪ CIPD qualified

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<p>minimum unique knowledge, skills and qualification required for the position</p>	<ul style="list-style-type: none"> ▪ Ability to multi-task and yet focus on priorities ▪ Excellent communication and interpersonal skills ▪ Enthusiastic team player. <p>The communication skills required include the ability to communicate complex, sensitive and contentious information.</p> <ul style="list-style-type: none"> ▪ Skilfully builds relationships ▪ Diligent and responsive ▪ Numerate and excellent PC skills ▪ A 'can do' attitude to work with a positive approach to problem solving and issues management ▪ Ability to create HR communications appropriate for the audience ▪ Willingness to take on special tasks outside the normal remit of the role ▪ Will be exposed to very high level/ sensitive information - confidentiality and integrity is an absolute given.
<p>Special Features</p> <p>What are the unique working conditions, travel requirements etc associated with the position?</p>	<p>Some travel requirements to attend meetings at Shareholder Offices - this is generally only within England and Wales.</p> <p>Some out of hours support may be needed, eg during emergencies, to attend Careers Events and meetings with Colleges.</p>

As a DLNG employee you are required to comply with all DLNG policies and procedures.