

POSITION DESCRIPTION

1.THE POSITION	
Position	HR Manager
Function	Human Resources and Training
<p>Position Summary</p> <p>What is the purpose of this position? Why does it exist?</p>	<p>Deliver a comprehensive and quality HR service to the Dragon LNG business, through the adoption of HR best practices which support the Company's business objectives.</p> <p>Lead the HR agenda with a specific focus on driving improvement and performance excellence.</p> <p>Provide specialist knowledge, both strategic and operational, for the full range of people-related issues and initiatives.</p> <p>Has end-to-end accountability for HR at Dragon, ranging from employee and industrial relations, policy, remuneration and benefits to HR business partnering. Managing all operational HR activity ensuring that statutory, regulatory and legislative obligations are met. This includes (but not limited to) terms and conditions of employment, absence management, restructuring of services, recruitment, retention, performance management and learning and development.</p>
<p>Organisational Structure</p> <p>Describe the position in the organisation, including who the jobholder reports to, who reports to them and who their peers are</p>	<p>The position reports directly to the Managing Director and is a member of the Extended Leadership Team.</p> <p>HR representation plays a key role on the Crisis Management Team and overseeing relative response and family liaison activities, in case of an emergency.</p> <p>The position leads a small team in the delivery of HR operational activities, training and development. Coaching members of the HR team to improve expertise and increase the service quality of the HR and Training Department.</p>
<p>Key Accountabilities</p> <p>What are the core accountabilities of this position</p>	<p>Working with approximately 90 staff, providing guidance and support to all staff on the full range of HR activities, including:</p> <p>HR Strategy</p> <ul style="list-style-type: none"> • In conjunction with the senior management team, define and develop a coherent HR strategy aligned to Dragon's business objectives of Safe, Reliable, Competitive and Agile. Owning and delivering this strategy, whilst challenging and improving the way we do things. • Balance functional HR leadership with a business lens, ensuring a people focus in line with the overall business strategy. • Maintain and communicate the HR service offering, supporting future business direction, relationships and working practices. • Work with the management team in setting of priorities and direction for the effective deployment of HR support and capabilities. • Champion the Dragon behaviours of Integrity, Respect, Ownership and Commitment. <p>HR Operational Management</p> <p><i>HR Annual Cycle Process</i></p> <ul style="list-style-type: none"> • Lead and follow up the completion of the HR annual cycle activities such as annual performance and development reviews, succession planning processes etc. <p><i>Training & Development</i></p>

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	<ul style="list-style-type: none"> • Responsible for driving the delivery of Individual Development Plans and preparation of the DLNG Annual Training Plan for approval. • Oversee and manage the training function, responsible for the organisation and coordination of external and internal training programmes. <p><i>Recruitment</i></p> <ul style="list-style-type: none"> • Lead and manage recruitment activity – interface with interested applicants and line management to ensure a professional approach to selection. • Provide a dedicated HR induction process and ensure proper on-boarding of new starters. <p><i>Discipline and Grievance Handling</i></p> <ul style="list-style-type: none"> • Leading on disciplinary, grievance and industrial relations activity. <p><i>Records Management</i></p> <ul style="list-style-type: none"> • Responsible for data protection within Dragon LNG. i.e. carry out obligations / duties in accordance with GDPR. • Ensure accurate HR records are maintained, both employee personnel files and departmental files. <p><i>Reward (Remuneration and Benefits)</i></p> <ul style="list-style-type: none"> • Driving remuneration reviews and benchmarking exercises in order to inform and advise on remuneration policy and benefits, pro-actively recommending changes where appropriate. • Engaging with line management to advise on salary increases based on annual reviews and those related to career development. • Liaising closely with the Finance Department to ensure that remuneration payments match the latest HR agreements and are accurately recorded. <p>HR Policy and Reporting</p> <ul style="list-style-type: none"> • Develop and maintain up to date, robust and detailed HR policies and procedures; • Ensure that HR policies and procedures they are appropriate and sufficiently robust to adequately safeguard DLNG's employment obligations in accordance with current legislation and best practices; • Ensure company-wide compliance with HR policies and procedures with little or no deviation; • Keep up to date with employment law and ensure all employees are aware of their responsibilities in respect of HR policies and procedures, providing support and advice when necessary. • Develop and prepare meaningful HR metrics/analytics to help inform decision making and the people agenda. <p>Risk Management</p> <ul style="list-style-type: none"> • Accountable for identifying, evaluating and managing all significant risk within areas of responsibility. • Where control weaknesses are identified, ensure remedial action is taken in a timely manner. • Ensure all audit requirements are dealt with in a timely and efficient manner. <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Support Dragon's Continuous Improvement activities as required. <p>HSSE</p> <ul style="list-style-type: none"> • Contract owner for the occupational health contract, managing employee health and wellbeing including medical referrals. • Every individual has a duty to both themselves and those around them to ensure that safe practices are adhered to at all times. <p>Undertake any other reasonable tasks commensurate with skills, qualifications and experience, as and when requested by the Managing Director or senior management team.</p> <p><i>The above is a broad definition of the job responsibilities. It does not take into account every aspect of the role which the jobholder may be required to perform.</i></p>
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<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 managing the HR, Training and Development budgets. Ensure all costs are controlled and monitored in accordance with approved budgets. Required to 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. Presenting to and holding Q&A with the Dragon LNG Board of Directors may be required. Externally: Develop and maintain relationships with key third party service providers, including but not limited to solicitors, advisors, regulatory bodies, trade union officials and HR contacts in other local Oil & Gas companies and shareholder companies.
<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"> A strategic and proactive leader in the HR space. 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. Experience of working with Trade Union representatives.
<p>Knowledge, Skills, Attributes and Qualifications</p> <p>Describe the minimum unique knowledge, skills and qualification required for the position</p>	<ul style="list-style-type: none"> Excellent knowledge and demonstrable experience of HR theory and practice. Excellent communication and interpersonal skills: <i>The communication skills required include the ability to communicate complex, sensitive and contentious information at all levels of the organisation.</i> Detailed knowledge of UK employment legislation. CIPD qualified or equivalent experience at management level. Experience of Business Partnering approach – demonstrating commercial mindset. Ideally some Organisational Development experience. Ability to multi-task. Ability to assess, prioritise and appropriately delegate activities to ensure delivery on promises. the ability to develop solutions and bring considered, innovative and robust options/recommendations to the SMT, Willingness and ability to empower others. Resilience and the capacity to manage a high-volume workload. Ability to interpret communicate complex legal advice to the SMT; Strong presentation skills to convey changes to policy/procedure. 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 be involved in project work and take on tasks outside the normal remit of the role.



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	<ul style="list-style-type: none">• Will be exposed to very high level/sensitive information - confidentiality and integrity is mandatory.
Special Features What are the unique working conditions, travel requirements etc associated with the position?	Some travel requirements to attend meetings at Shareholder Offices – this is generally only within England and Wales. Some out of hours support to attend careers events, meetings with colleges or attend meetings to align with shift patterns.

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