

Job Description

Job title	HR Officer	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide professional first-line advice to managers and employees in relation to employee relations, conditions of service and application of the law and company procedures. Be the HR focal point for the development of HR processes and procedures to ensure they comply with current legislation and to support the HR Business Partner.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Advise on employment legislation, company personnel policies and procedures to ensure compliance, management of performance and effective employee relations
- Provide advice to line managers and account Directors on all HR issues in order to minimize risk exposure to Company
- Developing, with guidance from the HRBP, an action plan for each case
- Supporting the HRBP and line managers through the various stages of procedures by preparing letters and providing written and oral guidance
- When necessary attending hearings on behalf of the company
- Act as facilitator and arbitrator to reach agreement in cases which might be settled satisfactorily and effectively
- Promote effective communication and management of change within the business through formal organisation announcements, newsletters and team briefings
- Advise on company policies with regards to terms and conditions of employment and monitor operational salary scales to ensure they are in line with company and industry norm
- Participate and contribute to corporate and company personnel strategies, policies and procedures ensuring that operational requirements are met
- Deal effectively with Employee Relations matters including Trade Union interface
- Monitor and supervise the implementation of operational annual salary reviews
- Act as an Ambassador for HR initiatives
- Acting as a focal point for process changes, liaising with and involving HR colleagues to effect improvements
- Advise and participate in the management and implementation of TUPE policies and processes to ensure transfers are effectively handled and EMCOR is promoted as an employer and manager of outsourced services

Resource responsibilities

Job Description

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Extensive experience in an HR role, in an FM environment preferred but not essential
- An excellent knowledge of UK employment legislation and case law
- CIPD qualified - Level 5
- Knowledge of TUPE Regulations and their practical application is required
- Practical experience and knowledge of negotiating skills
- An ability to work at a senior level with a view to improving business effectiveness and profitability
- Ability to work under pressure and handle high levels of activity

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Description

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	