

Job Description

Job title	Senior 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 manage and lead the expansion of HR activities. Participation in tenders for potential clients in the and management of subsequent TUPE activity. Management of business transformation and consultation processes across multiple contracts. To provide professional advice to managers and employees in relation to employee relations, conditions of service and application of the law and company procedures across multiple contracts and locations. Be the HR focal point for the development of HR processes and procedures to ensure they comply with current legislation.

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.

- Act as an extension of the HR function by being fully embedded in the different contracts supported by this role, ensuring that the HR function is part of the senior management team for each contract supported.
- Advise on employment legislation, company personnel policies and procedures to ensure compliance, management of performance and effective employee relations
- Lead and manage TUPE activity across multiple contracts to ensure transfers are effectively handled and EMCOR is promoted as an employer and manager of outsourced services. Ensure that robust Project Plans for TUPE activity are completed in Powerpoint and fed into the mobilisation lead, managing the requirement for additional resource for one to one processes
- Manage consultation processes across multiple contracts for all business transformation activity (eg restructures) in conjunction with the HR Business Partner
- Support tender activity for new business opportunities with potential clients with the HR business partner
- Provide advice, support and guidance to HR Officers where required
- Provide support to the Senior HR Business Partner on high level HR activities
- Provide advice to line managers and Account Directors on all HR issues in order to minimize risk exposure to Company
- Developing an action plan for each case
- Supporting managers through the various stages of procedures by preparing letters and providing written and oral guidance. Ensuring the content, grammar and responses to case activity are accurate and error free
- Support the development of HR policies and procedures
- Attend 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 regard to terms and conditions of employment and monitor operational salary scales to ensure they are in line with company and industry norm

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- Participate and contribute to corporate and company personnel strategies, policies and procedures ensuring that operational requirements are met
- Deal effectively with Industrial Relations matters including Trade Union interface
- Monitor and supervise the implementation of operational annual salary reviews
- Take ownership of the HR IMS documentation and processes, continually driving for improvement and efficiency and effecting necessary changes in liaison with the Business Processes Manager
- Acting as a focal point for process changes, liaising with and involving HR colleagues to effect improvements
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Resource responsibilities

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 a senior HR role, in an FM environment preferred but not essential
- Proven experience of leading TUPE activity
- Proven experience of the management of transformation consultation processes
- Previous experience of writing policies and procedures expected
- An excellent knowledge of UK employment legislation and case law
- CIPD qualified
- Advanced influential 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
- Must be resilient and able to take on large workloads as the number of contracts supported

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.

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

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>	