

Job Description

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

Job purpose

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

To be responsible for operational HR activities in the allocated business unit and also to work closely with the senior management team to develop and implement people related improvement plans that drive business unit effectiveness and employee productivity towards the successful achievement of agreed targets and objectives.

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.

HR Operations

- Provide advice to line managers on operational HR issues in order to minimise risk exposure to Company
- Advise on employment legislation, company personnel policies and procedures to ensure compliance, management of performance and effective employee relations. Keep abreast of current case law, continuously updating practices to retain competitive edge
- Managing disputes, discipline, grievance, redundancy type 'Case work' which involves : -
 - o Developing an action plan for each case
 - o Supporting Managers through the various stages of procedures providing guidance
 - o When necessary attending hearings on behalf of the company
 - o Act as facilitator and arbitrator to reach agreement in cases which might be settled satisfactorily and effectively
 - o Feedback to managers where additional training is required to prevent further adverse occurrences
- Represent HR at Senior Leadership Team Meetings and support operations
- 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
- Participate and contribute to the HR strategies, policies and procedures ensuring that operational requirements are met
- Support the grading structure project including the on-going development of job evaluation
- Deal effectively with Employee Relations matters including Trade Union interface
- Monitor and supervise the implementation of operational annual salary reviews
- Manage and develop the HR Officer and HR Admin
- Liaise with HR Support Team and Business Unit Personnel Coordinators to ensure accurate records, documentation and database. Train the relevant staff in the procedures which link into the HR Shared Service Centre

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- Support the development of HR IMS documentation and processes, continually driving for improvement and efficiency and effecting necessary changes
- Support the HRBP (TUPE Projects) in advising and participating 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
- Support the HRBP (TUPE Projects) in participating in initial interviews with new employees transferring under TUPE

Organisational Development

- Fully understand business unit activities, drivers and needs. Analyse organisational and employee trends to identify appropriate cost effective HR programmes and interventions that improve business unit performance as required. These would typically include:-

Employee recognition and reward schemes

Employee communications

Employee satisfaction monitoring and improvement

- Improving client interface by developing employee / client solutions
Driving culture change to improve behavioural effectiveness
Any other programmes as required
- Develop strong working relationships within the internal client group senior management teams and provide sound information and expert advice on all matters relating to organisational effectiveness, employee resourcing and engagement
- Raise the quality of the people management processes and work towards increasing the value of Human Capital deployed in the business unit, driving up employee productivity and effectiveness
- Balancing business requirements with employee needs, often managing complex and difficult people situations, driving initiatives over the line and working with senior operational staff to resolve business unit challenges
- Coordination of Annual Appraisals for the allocated internal client groups ensuring that line managers properly conduct the appraisal process in accordance with company policy and business unit requirements
- Coordination of staff development and training programmes to meet with business unit needs, and developing a proactive positive approach to talent management through the promulgation of Personal Development Plans
- Assisting line management in HR related external client matters including the formulation and delivery of HR input to bids and tenders, devising solutions to meet with client expectations and making presentations to clients and prospective employees as necessary to support the drive to increase client satisfaction levels
- Ensuring that business units have adequate management resource through the development of Succession Plans including conducting gap analysis on individual skill and competency levels against business unit and company requirements
- Work closely with the members of the HR Shared Service Centre to develop an integrated and comprehensive HR service to the operational and functional line management, provide professional support & back up to the HRSSC by feeding relevant information on issues and developments occurring in the business unit
- Any other initiatives or HR or business related projects as reasonably requested by the Divisional/Functional Directors and Head of HR/HR Director
- A well round mature HR professional practitioner solid HR experience, preferably gained working in a FM or related business environment
- Can demonstrate a successful track record of implementing 'added value' HR programmes in a commercially driven business environment
- A thorough understanding and knowledge of up to date best practice HRM techniques
- Educated to degree level in HRM with a professional qualification CIPD or equivalent
- Good understanding of current Employment Law

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- Thorough understanding of change management techniques

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.

- The ability to quickly identify business unit needs and risk reward in people resource planning and management
- Good analytical skills and the ability to detect trends and patterns
- The ability to think strategically with the tenacity and determination to see projects and initiatives through to successful conclusion
- The ability to take objective and business focussed decisions, retaining a commercial focus at all times
- Self-starter with good personal organisational and project management skills
- The ability to develop positive working relationships with Directors and other senior management team members
- High level of influencing skills and the tenacity to push forward with good ideas whilst retaining effective relationships
- Confident and outward going with an obvious ability to gain confidence of senior management
- The energy and infectious enthusiasm to get things done

Other factors relevant to the job

Job Description

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>	