

Role Description

Role Title: HR Generalist	Function: Human Resources
Reports to: Regional HR Manager	

Role Objective - *High level reasons this position exists, what is the purpose of the role?*

Our HR generalist will be involved in all aspects of attracting, developing, retaining and supporting our workforce. The main objective for this role is to make sure all people related policies and practices are implemented in a fair and transparent way. The role varies day to day and month to month as we work with all employees supporting, coaching and challenging them to reach their potential.

To be successful our HR generalist will build and maintain effective working relationships across the business and with external partners. By understanding the wider priorities you will be able to create solutions which achieve the best, most valuable outcomes.

The HSEQ responsibilities of the role are detailed in the Organisational Resources, Accountabilities and Responsibilities Element (LOC-ELM-HSEQ-005)

Duties & Responsibilities *Identify the essential tasks, duties, and responsibilities of the role*

- Improving, implementing and administering Human Resource /People policies and procedures
- Coaching leaders to develop competence and confidence in HR related policies and practice
- Responsible for the consistent and fair implementation of performance management, recruitment, managing absence, discipline and grievance policies.
- Work with Department heads to manage absence within their teams, supporting those with long term absences or an unacceptable number of short term absences.
- Maintaining and manipulating HR information systems to gather people data and insights
- Identifying and retaining key talent across the organisation.
- Handling complaints and disciplinary procedures for the company.
- Creating employee engagement initiatives and promote wellbeing.
- Play an active role in cross functional projects teams as appropriate.
- Developing and maintaining relationships with Employment agencies and Occupational Health to ensure a high level of attention and short lead times.
- Document and maintain standard operating procedures (SOPs) and share on Teams and Sharepoint.
- Support and develop HR Assistant and actively prepare and contribute at team meetings.

Person Specification & Experience *Identify the key competencies required for the role (e.g. communication skills) and any experience the person requires.*

- Extensive investigation and case management experience
- Excellent judgement and problem solving skills
- Be able to multi task, prioritise and organise own work
- Experience of recruiting and onboarding at various levels within an organisation
- Have the confidence and experience to challenge leaders or team members who fail to comply with people related policies and practices
- Up to date knowledge of Employment Law and Regulations
- Understanding of HR best practice and current legislation

The requirements and responsibilities contained in this role description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.

- Proficient use of systems /HR information systems and MS Office suite
- Excellent verbal and written communication skills
- A customer-focused outlook with a high level of discretion and professionalism
- High level of discretion and professionalism
- Desirable: higher education college qualification or Bachelor's degree in Human Resources Management or equivalent.