



JOB DESCRIPTION

HR Coordinator

1. JOB DETAILS

Job Holder:	TBC
Job Title:	HR Coordinator
Reports to:	Senior HR Manager
Location:	Aberdeen

2. JOB PURPOSE

The HR Coordinator will play an important role in supporting HR activities across our onshore, offshore and events teams in a fast paced and varied role maintaining a high level of HR Service throughout.

The main responsibilities in this role is to ensure that employees and managers are provided with appropriate first line support, guidance and response on HR queries including general employee relations, benefits and contractual queries.

You are responsible for maintaining employee files and Cascade (employee database), ensuring that records accurately reflect the current status for all employees, including new starts, leavers, contractual changes, absence, training and performance.

The HR Coordinator is also the focal point for ensuring that transactional processes are monitored and completed to support and comply with company policies and processes, including annual leave, performance management, absence management and contractual changes. They are also responsible for ensuring that all general and mandatory training requirements are monitored and booked to ensure compliance and that there is no impact to operations.

3. KEY RESULT AREAS

- Provide a proactive HR Service to employees and managers through responding to relevant correspondence and managing HR email inbox.

- Ensure full awareness of HR standards and processes and adhere to these at all times.
 - Provide employees with first line guidance, support and advice on employment related matters in line with company policy and processes.
 - Provide managers with first line guidance, support and advice on employee relation matters, including disciplinaries, grievances, performance and absence to ensure that a consistent approach is maintained across the company.
 - Support managers during formal meetings, including investigations, absence reviews, disciplinary and grievance hearings and advise on way forward in line with company policy.
 - Ensure that absence cases are managed and that regular contact with the employee is maintained, either by the manager or an HR representative (as appropriate). Work closely with Occupational Health to identify appropriate support, establish likely duration of absence and obtain recommendations for fitness to work.
 - Produce appropriate paperwork related to any processes, including outcomes to formal hearings, and ensure that any employee communication is to the standard required by the company.
 - Provide accurate and regular reporting to monitor compliance with company policies and processes, including annual leave, performance management, absence management and contractual changes and take appropriate action to remedy where areas of noncompliance are identified.
 - Focal point for benefits administration and communication, ensuring that any changes are provided to relevant providers and that employees are provided with updates on changes impacting their access or entitlement.
 - Ensure that Cascade (employee database) is maintained and that all changes that impact on the employee and any payroll elements are updated accordingly so as to avoid any over or under payments.
 - Ensure that leaver administration is completed, including undertaking exit interviews and recording relevant details.
 - Ensure that 3 month look ahead is maintained for mandatory or general training and medical expiry and make relevant arrangements for any courses or appointments to be booked and communicated to employee/manager to avoid any impact to operations.
 - Act as an ambassador for the Entier family by attending and supporting any external events identified by the Senior Hr Manager, including school engagement opportunities or recruitment fairs.
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- Deliver induction and in house training programmes.
- Support the Recruitment Coordinator with recruitment activities including advertising, shortlisting and selection. Provide cover for Recruitment Coordinator during annual leave or absences.
- Produce HR reports as required by the company, including supporting the Senior HR Manager with reporting and analysis of HR data information (including absence, headcount and turnover) for operational meetings.
- Provide Logistics cover where required due to annual leave or absences.
- Ensure that company contact lists are maintained and distributed on a regular basis.
- Undertake site visits relevant to role (may include both onshore and offshore site visits).
- Be an ambassador for the company by promoting the company values.

4. HEALTH AND SAFETY

As an important member of the Entier team with personal responsibility for the Health and Safety issues the post holder must ensure:

- Full support of and participation in all Entier safety initiatives.
- Attend any identified training required to maintain the existing safe working practices and environment.
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act.
- Ensure that all accidents, fire, loss, theft, damage and dangerous unsafe acts are reported to your supervisor.

5. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST BY THE COMPANY

- Previous experience of working in a fast-paced service environment is essential.
 - Excellent organisational skills including ability to manage time and prioritise effectively
 - Strong IT skills, skilled in using Microsoft Word and Excel packages and experienced in working with HR packages /databases.
 - Previous experience working within an HR environment providing support, advice and guidance to colleagues would be beneficial.
 - Accurate writing skills, with attention to detail essential.
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Signed by employee: _____

Date: _____

Signed by Line Manager: _____

Date: _____
