



# HR ADVISOR

**Job Type:** Full Time (Mon – Fri), Permanent  
**Location:** Aberdeen

## Details / Duties:

- Proactively provide guidance and advice to managers and supervisors on all people related issues and employment law matters;
- Be commercially aware of the Company and Project status, priorities and needs and provide HR business partnering to achieve best practice and delivery within area of responsibility;
- Focal point for all HR operational matters within area of responsibility
- Ensure active involvement in all people management activities, covering Attract, Select, Develop, Perform, Reward and Re-assign, managing the employee life cycle;
- Responsible for the recruitment and delivery of the on-boarding process within are of responsibility;
- Provide HR advice to managers regarding investigation and resolving ER issues, including grievances and disciplinary matters;
- Provide guidance and advice to managers in aspects of health and well-being, ensuring internal policies and legislative requirements are followed. Includes return-to-work, long term health matters, as well as managing issues from compliance regarding medical examinations;
- Highlight developmental or training requirements and work closely with colleagues to deliver developmental interventions;
- Continually seek opportunities to improve employee engagement in the Company and seek to advise and coach Managers on improving this;
- Build and maintain a close relationship with client groups to ensure that managers follow process regarding performance management;
- Be an integral business partner and focal point on the project for all operational HR issues;
- Be willing and able to travel offshore and to sites as required.

## Experience & Requirements:

- Proven experience in a similar position within the Oil & Gas industry
- Level / Diploma: CIPD Level 3
- Languages: English
- Training / Certification: Offshore certificates preferable
- Good Communication Skills
- Team Working

Should you wish to apply for the above role, please send a copy of your CV to: [recruitmentpbs@pbs-offshore.com](mailto:recruitmentpbs@pbs-offshore.com)

**Closing date:** 21<sup>st</sup> August 2022

