

Job Description

PBS HR LEAD

Service dimension

Reports Operationally to: PBS Director
 Reports Functionally to: Ponticelli UK Ltd HR Manager
 Direct Reports: <10 FTE

The PBS HR Lead will be the first point of contact for all internal and external stakeholders for the PBS consortium in relation to HR / Training / Communications and for providing an effective support service to the business.

Activities

<i>A: MINOR or OCCASIONAL – B: IMPORTANT or FREQUENT – C: ESSENTIAL or REGULAR</i>	A	B	C
1. Demonstrate, support and enforce the PBS safety culture program and HSE project objectives and directives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Build and maintain strong and trusted relationships with internal and external stakeholders and leaders of the business	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Focal point and co-ordinator for all HR / Training & Competency & Communications matters within the PBS consortium	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Coach and mentor team to ensure team are working to their highest potential	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Work with Partner Company HR Managers to implement and roll out agreed changes within the PBS Consortium	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Actively contribute to the delivery of the HR / Training & Competency & Communications strategy for the consortium, upholding PBS initiatives and values	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Be an advocate of continuous improvement throughout the consortium, continually reviewing and streamlining processes to ensure they are efficient, fit for purpose and legally compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Conduct KPI analysis for the consortium on a monthly basis, including but not limited to: headcount / absence / turnover / employee relation matters etc and share with stakeholders as required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Attend QPR meetings with the Client for the PBS consortium, providing key HR / Training & Competency / Communications updates and KPI data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Manage, lead and participate in monthly consortium Townhalls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Manage, lead and participate in quarterly consortium offshore and onshore employee forums	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Manage and maintain manning budget and organisational charts for the consortium	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Participate in Duty Management Emergency Response rota	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Conduct regular offshore and site visits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Context and environment

PBS is a consortium of the companies PONTICELLI, BRAND and SEMCO dedicated to the TEPUK GMOC Contract.

Accountabilities

The PBS HR Lead is responsible for:

- Being commercially aware of the PBS consortium status, priorities and needs, whilst providing HR business partnering to achieve best practice and delivery within area of responsibility
- Co-ordinating the transactional day to day activities of the PBS consortium in relation to HR / Training & Competencies & Communications
- Preparing KPI statistics monthly for senior managers and leaders of the business
- Attending QPR meetings with the Client for area of responsibility, providing key HR updated and KPI data
- Managing and maintaining manning budget and organisational charts for the project
- Proactively providing guidance and advice to managers and supervisors on all consortium related issues

- Highlighting developmental or training requirements and work closely with colleagues to deliver developmental interventions
- Continually seeking opportunities to improve employee engagement in the consortium and seek to advise and coaching Managers on improving this
- Building and maintaining a close relationship with client groups to ensure that managers follow process regarding performance management
- Managing HR initiatives / projects as required and as advised by PBS Director or PFUK HR Manager.
- Co-ordinating, conducting and managing PBS consortium inductions for all employees of the consortium.
- Identifying training needs and maintaining competency of the PBS consortium to ensure the right people, with the right skills, are in the right place, at the right time.

Qualifications/Experience required

Professional Experience (years): 10 – 15 years

Experience in similar position (years): 7 years

Level / Diploma: CIPD Level 5 Minimum.

Languages: English

Training / Certification: offshore certification desirable

Required competencies (*degree of mastery: 1 : weak - 2 : medium - 3 : good - 4 : excellent*)

Technical competencies required	1	2	3	4	Others	1	2	3	4
Widespread HR generalist and management experience, gained with an Oil & Gas environment				X	Communication skills, internal or external				X
Thorough understanding of UK HR processes, procedures and employment law				X	Team Player				X
Ability to quickly build relationships and gain credibility with key stakeholders				X	Ability to prioritise and organize high demanding work volumes within a fast-paced environment.				X
Experience in managing teams in difficult environments				X	Decision and autonomous capacities				X
					Strong excel capabilities				X