

Job Description & Person Profile

Job Description

Job Title:	HR Business Partner	Job Holder:	
Division:	HR	Dept / Sector:	HR
Grade:	SG4	Post No:	
Skill Group:	Functional	Speciality:	HR

Job Purpose:

The purpose of the HR Business Partner role is to partner with management and key stakeholders to support the business in achieving the Company strategy and business objectives and to drive employee engagement by developing employee experience at SEA. The role holder will implement HR Policies and Procedures through support and coaching to line managers through the whole employee life cycle, advising and implementing company practice and procedure along the way. They will also actively review practices and processes with a focus on continual improvement.

Responsibilities / Key Result Areas:

- Provide a wide-ranging, full employee life cycle HR Business Partnering service to management, ensuring that all managers have the necessary tools and capability to professionally manage and develop themselves and their people.
 - Provide day-to-day support to leadership to address the people challenges for the business area.
 - Use key people analytics to inform decisions and make recommendations to senior stakeholders. Use data and metrics to identify potential issues and support decision-making that really drives increases employee engagement.
 - Management of HR projects and change within the business.
 - Build management capability through coaching and challenging on people management and decisions.
 - Work with the Line Managers in their cohort to create solutions to people issues that enable stakeholders to better meet their commercial objectives.
- Build and maintain visible and meaningful working relationships with key internal and external stakeholders and partners.
- Advise on HR legal and employee relations matters to ensure consistency, legal compliance, and risk mitigation.
 - Plan and implement HR initiatives and projects aligned to HR's strategic planning process and business-driven initiatives.
 - Support and act as cover for the Payroll and Benefits Officer, learning the payroll methodology and processing payroll at regular intervals.



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- Work with the Payroll and Benefits Officer on Benefit related projects to guide the business to the most impactful benefits offering for our colleagues.

Reporting Line:

The job holder will report to the Head of HR Business Partnering

Job Location:

The job will be located in the Beckington Site

Person Profile of Job Holder

Career Background:

Relevant Degree and/or CIPD Qualified

Skills and Experience:**Essential:**

- You will be an experienced HR generalist either with some Business Partnering experience and/or keen to develop your career in a business partnering model.
- You will have a proven background in adding value and improving operational efficiencies
- Excellent listening, verbal, numerical and written communication ability
- Able to demonstrate good relationship management skills at managerial and key stakeholder level.
- Able to demonstrate effective coaching and mentoring skills

Desirable:

- Experience of working in a Manufacturing or Engineering environment
- Able to demonstrate a solid knowledge of employment legislation and application
- Highly organized with a collaborative communication style.
- A logical and analytical thinker with pragmatic problem solving skills.
- Some experience or knowledge of Payroll processes and procedures

Qualifications:

Degree level and CIPD accredited



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Personality and Style:
People centric Approachable and engaging Enjoys being part of a growing, agile, fun team and brings a good sense of humor Adaptable, Resilient and calm .

Other Factors:
Though some hybrid working is possible, this role is office based for a minimum of 3 days per week. Some travel to other sites is expected.

Declaration

Job Holder Declaration:
I accept the purpose and key result areas of my role with SEA are as outlined above.
Signature: _____ Date: _____

Line Manager Declaration:
I confirm that the purpose and the key result areas of this role as outlined above have been agreed with me as line manager.
Signature: _____ Date: _____