

JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Business Support BUSINESS SECTOR: Human Resources
	JOB TITLE: HR Business Partner REPORTING TO: Senior HR Business Partner
	GRADE: 8

B	JOB PURPOSE
	To ensure that the appropriate areas of the business have manpower, recruitment, remuneration, employee relations and training/development plans in place

C	KEY RESPONSIBILITIES
	<ul style="list-style-type: none"> • To promote, through good working practice and positive employee relations, the status of SUEZ UK as 'the preferred employer in the waste industry'. • To ensure line management/departmental heads within SUEZ UK manage the employees according to the legal framework and in accordance with HR Policies and Procedures. • To ensure that SUEZ UK and in particular, the Human Resources Department, upholds a professional impression with internal and external customers. • To consider the financial implications of all decisions • To manage any budgets within levels set. • Provide local operational/support management with HR advice on remuneration, recruitment, training and employee relations • Ensure the local operational/support management are aware of appropriate authority levels and HR Policies and Procedures • Play an active role in collective bargaining and other trade union negotiations to ensure that agreements are reached within SUEZ UK guidelines and achieve operational needs • Through management of the PDD process, develop an annual Human Resources Business Plan for appropriate areas of business • To collate appropriate objectives and resultant bonus payments in line with company procedures • Work co-operatively with other Human Resources team members ensuring the effective sharing of knowledge, best practice and experience for the benefit of the business • To complete any other duties/projects that are reasonably requested in the scope of the job role. • Ensure the effective compliance of the Operation with all internal HR Processes, HR Policies and Procedures. • Provide support to the operations in the preparation of training needs, recruitment and other forecasts.
C	KEY RESPONSIBILITIES

- Contribute to and play an active part in the recruitment of staff ensuring that best practice is adhered to and that the most suitable candidates are employed.
- Ensure that the performance of all employees is effectively managed ensuring that under-performance is addressed and excellent performance is recognised.
- In partnership with the Training Department, ensure the development of the capability of all employees ensuring that they have the skills and experience to deliver their current and possible future roles within SUEZ UK.
- Ensure a co-operative relationship exists between HR and the operational business.
- Ensure that appropriate authorisations are gained prior to recruitment/salary increases
- To effectively manage long-term absence to reduce cost to the business
- Brief/train/support local operational / support management on authority levels, HR Policies and Procedures to ensure maximum degree of self sufficiency
- To provide Employment Lawyer with support in collation of materials for Employment Tribunal claims and/or letters of complaint/queries.
- Attend monthly HR Team Meetings.

D CORPORATE RESPONSIBILITIES

In line with SUEZ UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To co operate with SUEZ UK and with other employees in order to comply with health and safety law and SUEZ UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ UK's Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community

Any other duties that are reasonably requested within the scope of the job role

E. GENERAL CRITERIA (ESSENTIAL & DESIRABLE)	CRITERIA RATING 1 = LOW 5 = HIGH
KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE:	
CIPD qualification	4

If not CIPD qualified, appropriate degree/ higher qualification	4
Demonstrable experience providing generalist support to a business	3
Has worked in a multi site business	2
Has led employee relations related processes (eg. Disciplinary meetings appeals, grievances)	4

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ UK may revise the content of this Job Description/Person Specification at its discretion.