

JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Business Support DEPARTMENT/BUSINESS SECTOR: Human Resources
	JOB TITLE: Assistant HR Business Partner REPORTING TO : Senior HR Business Partner
	GRADE: 9
B	JOB PURPOSE
	To ensure that the appropriate nominated region has manpower, recruitment, remuneration, employee relations and training/ development plans in place. Provide routine HR advice on all day to day employment issues.
C	KEY RESPONSIBILITIES
	<ul style="list-style-type: none"> • To promote, through good working practice and positive employee relations, the status of SUEZ UK being ‘a place where you will love to work’. • To ensure the management within the nominated region manages the employees according to the legal framework and within company 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 all decisions with the financial implications fully considered. • To manage any budgets within levels set. • To provide line management with HR advice on remuneration, recruitment, training and employee relations. • Ensure that line management are aware of appropriate authority levels and HR Policies and Procedures. • Through management of the PDD process, develop an annual Human Resources Business Plan for the appropriate region. • 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 <ul style="list-style-type: none"> ▪ Ensure the effective compliance of the region with all internal HR processes, Policies and Procedures. ▪ Provide support to the region in the preparation of training needs, recruitment and other forecasts. ▪ Contribute to and play an active part in the recruitment of staff ensuring that best practice is adhered and that the most suitable candidates are employed. ▪ Ensure that the performance of all employees is effectively managed ensuring that underperformance is addressed and excellent performance is recognized. ▪ 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. ▪ To continually review HR administrative procedures and liaise with other Departmental members in order to improve all administrative procedures. ▪ To liaise with the Payroll Department specifically in order to improve administrative procedure

Continued:

- 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 line management on authority levels and Policies and Procedures to ensure maximum degree of self-sufficiency.
- To provide the Employment Lawyer with support in collation of materials for Employment Tribunal claims and/ or letters of complaint/ queries.

D CORPORATE RESPONSIBILITIES

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

- Take reasonable care of their own health, safety and welfare and that of other people who may be affected by their 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 their 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 their actions or omissions
- To ensure that the responsibilities commensurate with their 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 qualification, appropriate degree/ higher qualification.	4
Demonstrative experience in providing generalist support to a business.	3
Has led employee relations related processes (e.g. 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.