

Vacancy – Head of HR

A unique and exciting opportunity has come available for an HR department head role based out of our UK (Bristol) Office. This is your chance to develop your own HR function for a market leading marine Geotechnical company that is pivotal to the global rollout of offshore renewable energy. We are looking for you to be a hands-on all-rounder, who relishes the challenge of getting involved in a variety of tasks and who is keen to impart their HR skills within a fast paced and expanding environment.

You will as a member of the Senior management team work closely with the General Counsel & Chief Compliance Officer at an operational level to manage, administer and apply the day-to-day operational HR functions which contribute towards the Company's HR strategy. As an experienced HR professional, you will provide leadership and direction on all employee issues including performance management, disciplinary and grievance to ensure compliance, whilst advocating policy change and new legislation. Within the role you will be expected to develop strong business relationships across all internal stakeholders and be seen as a trusted advisor in operational HR matters. Other more interesting elements you will be involved in are employee relations, benefits, appraisals, recruitment and training, and also some contract management.

This is a new role created due to continued and planned future growth. and you will have the opportunity to improve and develop new system.

Job Summary

The **Head of HR** is responsible for the strategic vision and the day-to- day management of the Human Relations and their deliverables for the entire Geoquip Marine Group. He/ She needs to work in partnership with all departments of the company to support all facets of human resource management.

The Head of HR shall have at least 5 years proven working experience as Head of HR or HR generalist, preferably in the offshore industry. He/ She should have good knowledge of effective HR practices, HR systems, HR metrics and databases. A good knowledge on GDPR or data protection is an asset.

He/She should have the ability to match strategy along with leadership skill and have an in-depth knowledge of labour law preferable in an international context.

The Head of HR will be responsible for the HR budget and be a point of reference for salary and benefits.

He/She should have proven active listening, negotiation and presentation skills and should be able to build and effectively manage interpersonal relationships at all levels of the company.

Functions and duties

The duties assigned to the Head of HR will be varied; these will include but not be limited to the following:

- Develop, implement, and monitor HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and staff relations by addressing demands, grievances, or other issues.
- Manage the recruitment and selection process.
- Manage HR to become the prime supporting partner and service provider to the operational departments in supplying the right people at the right time to the right place.
- Manage the offshore staff agencies and the contracts established with these agencies.

- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Integrate HR and crew management systems in an overall HR IT system scaled for company's offshore project operations.
- Nurture a positive working environment.
- Oversee and manage the Competence Assessment System and Performance Appraisal System that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management and in the different countries where the company is established.
- Keep a continuous eye and ear on how the company evolves and advances.
- Responsible for the quality of service to internal and external clients including interested parties.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

Qualifications and Experience

- Experience &/or recognised qualification(s) in HR management.
- Strong operational generalist HR experience preferably in an offshore industry.
- Up to date and broad understanding of employment legislation and its pragmatic application.
- Previous experience working for a multinational/multijurisdictional/global organization would be desirable.
- Self-starting and proactive approach to work, used to working in small teams

We offer a competitive salary and benefits dependant on experience.

Ready to take on a new challenge in an international offshore company? Apply for the position you are interested in by sending your resume to careers@geoquip-marine.com with the vacancy title as your reference.