



# Job Description

## HR Business Partner, Fuels

### Overview

To provide the Fuels region with a comprehensive Human Resources service to meet the needs of the business, present and future. The role will manage (supported by the VP HR UK&I ) the day to day operational HR related matters across the Fuels business, supporting line managers in their people activity. The role will also have responsibility for supporting the Fuels Business Development on the people proposition before/during/after the tender process as well as managing and driving HR projects within an Aviation Fuel environment.

### Main accountabilities include:

- Providing advice, support and training to the Fuels management team in all aspects of HR including employment law, equal opportunities and other associated legislation.
- Assisting with leading and facilitating the People Plans for the stations across the Fuels Business Unit ensuring that it is aligned to the Operational Business Plan and overall company people agenda.
- Actively manage corporate and local initiatives and projects on a broad range of HR related subjects.
- Contributing to the delivery of project work and policy development within the department by taking part in, or leading, project teams
- Building constructive relationships with colleagues across the HR Team and interfacing with HR COE's of Learning & Development, Resourcing, Reward and Employee Relations in the delivery of an effective HR Business Partnering service across the region.
- Recommend and direct the development of policy and procedure on all aspects of HR management and practice that reflects legislation and other regulations, current best practice of HR management.
- Contribute to business planning and policy development with particular regard for the people aspects.
- Implementing staffing plans and interfacing with the recruitment on recruitment of key roles including supporting the recruitment of Management Team's within New Business as required.
- Key role in succession planning, talent development and talent pipelines.
- Assist in the preparation of UK Employment Tribunal Cases, representing the Company where appropriate.
- Contribute to/conduct negotiations with Trade Union in conjunction with operational managers on pay, terms and conditions and procedural matters.
- Contribute to/conduct effective employee transfers, referring to current legislation with regard to TUPE.
- Supporting the Fuels management team with the people proposition of business development activities across the function
- Data gathering for Tender support process; pay rates, NI/Pension/annual payments and/or bonus criteria.
- Working with Group Legal counsel to ensure awareness on non-UK legislation specifically in relation to TUPE and redundancy and advising business accordingly including potential financial costs/implications.
- Building constructive relationships with Fuels senior management team and apply good management practices to appraise, coach and encourage the operational management team, provide new opportunities to increase knowledge and broaden experience.
- Promoting a performance culture across the organisation, keeping informed of employee performance issues across Fuels, and prompting ways to enhance performance through appropriate policy or learning interventions.



- Leading the people aspects of internal and external audits ensuring each station is audit compliant and meets all required standards.
- Ensuring compliance with corporate governance e.g. through investigation of complaints.
- Any other reasonable duty as requested.

## Compliance

Carry out all activities of the role and processing activities (as above) as directed by the Company through its policies, procedures and training to ensure the success of the operation including the following:

- Full compliance:
  - Health & Safety
  - Training
  - Equal Opportunities
  - Harassment
  - Data Protection
  - Security
- Remain up to date with all station notices relating to policies and procedures
- Remain up to date with all relevant operational, systems and training
- Maintain a safe and secure working environment at all times
- Comply with the Company's open, fair and honest reporting culture

## Qualifications and Experience:

- CIPD qualified and/or experience in a similar role.
- A professional and commercial approach to HR, with the ability to deliver high employee satisfaction and appropriate development for individuals.
- A strong mind-set for continuous development and improvement.
- A thorough and proactive approach with the ability to deal with matters in an efficient methodical process.
- Results orientated and ability to work under pressure, think ahead and cope with conflicting priorities.
- Good interpersonal skills and strong communication skills, both verbally and in writing, at all levels throughout the organisation.
- Commits to an action after developing ideas for consideration that are based on logical assumptions and factual information that take into consideration organisational risks and issues.
- Ability to present ideas and information persuasively, communicate effectively with internal customers, and build professional credibility within the organisation.
- Actively influences events to achieve goals, self-starting rather than accepting passively.
- Prior experience of liaising with TU's and negotiating on a collective basis is an advantage.
- Comfortable working in a fast paced, ever changing environment.
- Collaborative team player with the ability to communicate clearly and effectively with team members and peers.
- Prior experience of HR in a fast-paced environment such as aviation, logistics or other service-related B2B environments.
- Strong Microsoft skills.

### **Note**

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. It is not intended to be exhaustive. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. This job description does not form part of the post holder's terms and conditions of employment and may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.