



JOB TITLE HR Manager – Bibby Maritime Limited

RESPONSIBLE TO (JOB TITLE) Managing Director, Bibby Maritime Limited
Human Resources Manager –BSM Group

FUNCTIONAL RESPONSIBILITY TO Bibby Maritime and associated businesses.

OVERALL PURPOSE OF THE JOB:

Directly manage the HR function ensuring all activities comply with current legislation and best practice.

KEY TASKS AND RESPONSIBILITIES:

- Project Manage and/or assist with business projects as required.
- Develop plans for HR functions.
- Provide support advice and guidance to managers and staff on HR Matters.
- Upkeep of policy and procedure in line with UK employment law and best practice.
- Ensure policies, procedures and handbooks for relevant offices are up to date and compliant.
- Prepare relevant board reports and provide management information as required.
- Manage the reward elements ensuring these meet the requirements of each business.
- Ensure structures and resources meet the needs of individual businesses and assist with any change processes or restructuring exercises.
- Agree performance management systems and appraisal processes adapting these where necessary for individual companies. Ensure appraisals are completed in the required timeframes.
- Coaching and development of the Management Teams.
- Implement training and development plans for relevant offices, reviewing feedback and monitoring.
- Manage and run all recruitment activities for employees ensuring documentation is pertinent, correct and complete.
- Manage any formal performance management or disciplinary and grievance processes.
- Monitor key milestones, including probation periods, long service awards, diarising and taking appropriate action.
- Oversee all activities for exiting employees including, retirements, leavers, dismissals etc. Conduct exit interviews and raise any issues with relevant parties.
- Oversee all leave and absence policies ensuring these are monitored. Provide assistance with long term absence cases as required.
- Assist Group Human Resources Manager with development and implementation of policy and managing day to day HR matters.
- Manage all changes to roles and terms and conditions reporting all relevant items to payroll within the required timescales.
- Ensure job descriptions, titles, reporting lines and structure charts are accurate at all times and dovetail into the quality management system.
- Ensure the company induction processes and documentation meets the needs of the businesses and any quality management system making sure this is delivered in a timely manner for each new starter.

LIMITS OF AUTHORITY

Within the scope of limits agreed with Line Manager

REQUIREMENTS OF THE JOB (Essential skills, qualifications and experience)

- CIPD qualified
- Strong, competent generalist HR Experience
- Experience in managing complex HR matters
- Previously set up and managed a HR Function.
- Excellent knowledge of UK employment law.
- Pragmatic approach and capable of influencing and managing key relationships.
- Adaptable approach to work with good commercial awareness.
- Ability to prioritise and problem solve.
- Experience in the marine industry preferred but not essential

Job Holder	Manager
Name:	Name:
Signature:	Signature:
Date:	Date: