

# HR Business Partner – Ship Management

## Job Overview:

HR Business Partner role supports the full lifecycle of onshore employees in our Ship Management organisation (currently 60 employees primarily in Denmark and Poland) as well as provides Denmark-specific operational support (currently 55 employees). There will be close cooperation with other HR colleagues in the Philippines, UK and Poland who provide country-specific expertise and HR partnership to other functions and HR specialisms.

Our people strategy key themes are DE&I, employee engagement and career development. The HR Business Partner leads on promoting knowledge and participation of related initiatives within their function.

Additionally, this HRBP plays a key role in office management (with the support of an Office Coordinator) and the Office Environment Committee.

## Key HR responsibilities include:

- Recruitment – we operate an in-house recruitment model so there is management of the process at every stage from advertising, screening, interviewing, and job offer (and rejections).
- Onboarding – ensuring that our new colleague enjoys a great welcome, induction to office, colleagues and organisation.
- Learning & Development – assisting with the design of workshops, recommending courses, and ensuring the integration of new learning into work practices.
- Talent management – advising and enabling leaders to have the right people, in the right roles, with the right skills; guiding employees to take ownership of performance and development.
- Supporting leadership development to align with company values and expectations, helping to create a thriving office environment.
- Pay and benefits management including absences, refunds, pension, insurance, legal and accounting, in cooperation with third-party support where available.
- Country-specific attention to detail, development of local policies and procedures, advising or managing employee relations cases.
- Administrative duties related to employee documentation, ensuring HRIS is updated.

Responsibilities can be shared with the HR team, for example:

- Head of, Director and Executive-level employees in Ship Management may work more closely with the London-based Head of HR.
- Ship Management employees in other offices will have also have support from HR based at their office location.
- Denmark employees from other functions (Chartering, Finance and Operations) will have oversight from the functional HR Business Partner based in London.

The key is to focus on enabling a great employee experience through great HR teamwork.

Communication and knowledge sharing is key, and we're a team who enjoys a fun and vibrant working environment.

## Requirements:

- At least 5 years' HR management experience, ideally within a standalone role with responsibility for administration and HR partnering.
- Strong experience in using an ATS, LinkedIn Recruiter (or similar) and HR software.
- Collaborative with an open and engaging personality.
- Driven to provide a first-class HR and recruitment service.
- Excellent communicator in-person, by phone and in writing.
- Highly organised with a proactive and positive attitude.