

# Energy Industries Council Job Description

<b>Job Title:</b>	Happiness & People Manager	<b>Business Location:</b>	UK with requirement to attend London office on regular basis
<b>Job Grade:</b>		<b>Benefits Grade:</b>	
<b>Responsible to (Line):</b>	CEO	<b>Responsible to (Function):</b>	
<b>Responsible for (Line):</b>		<b>Function: (If appropriate)</b>	

## Purpose / Role

To identify, understand and meet the happiness and HR needs of all EIC's global people / employees and promote happiness in all EIC offices / locations / homeworking.

To take the lead with employee wellbeing, benefits, engagement, HSE, feedback, and people development globally.

To be responsible for HR administration in all EIC operations / locations, covering but not limited to recruitment and onboarding, career planning, performance management, succession management, engagement and recognition, off-boarding and retirement.

To oversee the 3<sup>rd</sup> party statutory HR agreements and handbooks in place in all regions.

To take responsibility for staff training, personal and career development, and the PDR process.

## Key aims and objectives

To ensure a high degree of global staff happiness, wellbeing, succession, HSE and loyalty, to be measured by high staff retention, competitive compensation and regular staff happiness surveys.

To ensure all aspects of the HR administrative system are up to date, complying with statutory requirements in each region that we operate in, and are dealt with on a timely basis.

To be a go-to person that any member of staff, anywhere in the world, can speak to confidentially when they have questions, ideas or concerns.

To oversee the recruitment and exit process as needed.

To work closely with each member of the SMT.

## Prime responsibilities and duties

Design and implement a range of employee engagement and wellbeing initiatives

Develop, managing and implement employee engagement and wellbeing measurement processes (e.g. employee surveys).

Set up and lead a HSE and wellbeing operational steering group.

Plan and deliver cultural change and/or alignment programmes in-line with EIC's core business

values and behaviours

Oversee all engagement and wellbeing communications, working closely with the Internal Communications team.

Analyse employee engagement and wellbeing data and identify trends against key business improvement targets.

Review, enhance and manage the Performance Development Review (PDR) process, recommend and implement changes as necessary encompassing the training and development needs of staff.

On an annual basis review, update and recommend changes / enhancements to the UK staff handbook.

Working with Regional Directors, develop and introduce regional staff handbooks followed up with an annual review / update.

Maintain the HR administration system managing all aspects of HR paperwork and records. Ensure compliance in all EIC offices with regards to health and safety, first aid and fire warden compliance.

Lead actions that arise from annual Staff Happiness surveys.

### Allied occasional duties

To carry out such other duties as may be required from time-to-time.

### Key internal interfaces

All EIC staff

### Key external interfaces

External 3<sup>rd</sup> party HR advisors

### Core competencies

- Professional, articulate and highly organised, demonstrating all round capability, who takes ownership.
- Trustworthy with the ability to act with integrity.
- Degree standard preferred with a good command of English language both written and spoken (composing correspondence), the ability to use MS Package: Outlook, Word, PowerPoint and Excel.
- Positive, motivated with a willingness to help out in any capacity as and when needed. A team player with excellent interpersonal skills.
- Multi-tasker with excellent attention to detail, strong organisational skills, good research ability and thinks ahead to plan for every eventuality.
- Good humoured, diplomatic, empathic and able to build relationships easily both within the EIC and the wider industry sector.

Issued (date):      Signed by Line Manager:

Functional concurrence:  
(if appropriate)

Signed by Employee:

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