

Role Purpose

As the Senior HR Business Partner, you are responsible for delivering the strategic elements of the HR Strategy which is directly aligned to achieving our business goals.

You will play a pivotal role in supporting and managing trade union negotiations and relations, driving future growth of the organisation by support HR Bid activity and supporting the overall strategic objectives of the company. You will be a key partner to the HR VP and Chief People Officer (CPO) inputting your thoughts into the HR Strategy.

You will need to be confident with influencing and challenging these stakeholders and be comfortable standing firm on difficult or unpopular decisions. Whilst there will be guidance from the HR VP, you must be able to work independently and be comfortable owning and delivering your workload with limited management/oversight. Ensuring you seek relevant legal advice on matters that may be deemed complex or lengthy, to ensure we deliver a compliant and accurate advisory service is delivered to the business.

This position requires an experienced HR professional with extensive portfolio of unionised environments and a strong understanding of the aerospace defence industry.

| Line Manager | Dotted Line | Direct Reports | Dotted Line |
|--------------|-------------|----------------|-------------|
| HR VP | CPO | NA | |

Key Responsibilities

Safety first:

- Operate in accordance with the SHE standards. Identify where the SHE Standards are applicable to HR operations/tasks and apply safe systems of work as identified.

Union Negotiations and Relations:

- Support the HRVP and manage as necessary the aspects of union negotiations, ensuring compliance with labour laws and regulations.
- Develop and maintain strong relationships with union representatives and stakeholders.
- Address and resolve union-related issues and grievances in a timely and effective manner.
- Provide guidance and support to management on union-related matters.

HR Bid Growth:

- Collaborate with business development teams to identify and pursue HR opportunities in new bids and contracts.

- Develop HR strategies and proposals to support bid submissions and presentations.
- Ensure HR practices and policies align with the requirements of new contracts and projects.
- Monitor and report on HR bid growth and success metrics.

Strategic HR Management:

- Partner with senior leadership to develop and implement HR strategies that support the company's goals and objectives.
- Provide expert advice and support on HR matters, including workforce planning, talent management, and organizational development.
- Lead HR initiatives and projects to enhance employee engagement, retention, and performance.
- Ensure compliance with all HR policies, procedures, and legal requirements.

Stakeholder Management:

- Provide stakeholder support to employees, line managers and senior leaders, deploying a high standard of HR professional advice and drawing on best practice to apply a first-class HR service

Employee Relations:

- Foster a positive and inclusive work environment through effective employee relations practices.
- Address employee concerns and issues, providing guidance and support as needed.
- Implement and manage employee engagement programs and initiatives.
- Conduct investigations and resolve workplace conflicts in a fair and impartial manner.
- Support the company wellbeing initiatives in line with the HR Strategy

Equality, Diversity and Inclusion (EDI)

- Be a HR ambassador for the EDI Committee, engaging in the EDI meetings and representing HR.
- Champion HR initiatives to support EDI throughout our Company.

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Other Duties

- Support the HR VP in various projects and activities such as compensation reviews and the roll out of new initiative activities.
- As directed by the HR VP, provide business support and specialist HR advice into commercial bid work projects as and when required.
- Travel to our UK bases as and when required in line with workload and key projects.

Key Deliverables

Essential:

- Minimum - Level 7 CIPD HR qualification/working towards.
- Active CIPD Chartered Membership.
- Ability to build and maintain strong relationships.
- Extensive HR experience and a strong, demonstrable knowledge of UK employment law.
- Accuracy and attention to detail.
- Ability to be accountable for own workload and work autonomously.
- Maintain confidentiality at all times.
- Strong organisational skills and the ability to work independently.
- Ability to manage and prioritise a demanding workload.

Job Holder: _____ Signed: _____

Manager: _____ Signed: _____

Date: _____