

## POSITION PROFILE

<b>Position:</b>	People Partner – Mat Cover	<b>Department:</b>	People and OD
<b>Postholder:</b>		<b>Section:</b>	People
<b>Reports to (position):</b>	People and OD Manager	<b>Location:</b>	UK
<b>Date of Issue:</b>	December 2025	<b>Prepared By / Approved By:</b>	FW

### COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.

We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive.

### PRIMARY FUNCTION:

This role is central to ensuring the smooth operation of our HR systems, fostering positive employee relations, and supporting our commitment to achieving and maintaining Investors in People Platinum status. The People Partner will act as a trusted advisor to managers and employees, providing guidance across the full employee lifecycle while ensuring compliance with policies and procedures.

### DIMENSIONS

#### Core Competencies / Technical Requirements

- Excellent interpersonal and communication skills
- Demonstrates integrity, adaptability and the ability to collaborate well with others
- Generalist experience in all areas of Human Resource Management
- Knowledge and experience of managing the full employee lifecycle.
- Relevant CIPD recognised qualification or equivalent experience.

#### Interfaces/ Contacts

##### Internal

- All internal staff

##### External

- Recruitment Agencies
- HR Forums / professional and CPD contacts
- Employment Law advisers

## PRINCIPAL ACCOUNTABILITIES

Main functions may include some or all of the following:

- Build relationships with Managers and colleagues, gain an in-depth understanding of the business and sector to be able to effectively support the business from a HR perspective.
- Support the People and OD Manager with employee relations matters, including: investigations, grievance and disciplinary matters, absence management, retention & performance management, effectively managing risk to the business.
- Support Managers and the wider business, including the Modern Apprenticeship Scheme, with all aspects of staff resourcing, staff development and management.
- Instil a Skills Development and Performance Management culture using the appropriate tools available and work with Managers on the management of performance of their teams.

### **Operational (Including Technical)**

Main functions may include some or all of the following:

#### **HR System Management**

- Ensure successful maintenance and accuracy of our HR system, including employee records, reporting, and compliance.
- Identify opportunities to improve system efficiency and user experience.

#### **Employee Relations**

- Provide expert advice and support to managers and employees on employee relations matters.
- Handle casework including performance management, absence, disciplinary, and grievance processes in line with company policy.

#### **Investors in People Platinum status**

- Support initiatives and practices that contribute to gaining our Investors in People Platinum accreditation.
- Partner with leaders to embed best practices in employee engagement, development, and wellbeing.

#### **Financial Administration**

- Raise Purchase Orders (POs) and support HR-related budget tracking.
- Liaise with Finance to ensure timely and accurate processing of HR-related expenditure.

#### **General HR Duties**

- Provide a high level of HR business support to the business
- Build relationships with Managers, gain an in-depth understanding of the business and sector to be able to effectively support the business from a HR perspective.
- Coach and support Managers to be able to resolve problems and resolve any matters relating to people management.
- Contribute to HR Projects and continuous improvement initiatives.
- Ensure compliance with employment legislation and internal policies
- Provide managers with advice and guidance through all HR cases and oversee to an outcome in a timely manner, providing solutions and escalating complex or sensitive issues to the People and OD Manager.
- Provide the People and OD Manager with KPI Reports including; monthly absence, turnover and employee relations case data.
- Act as a champion for diversity, equality and inclusion across the Regions.

### **Transactional (Relevant to Support Roles)**

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### **Health & Safety / Quality Assurance**

Main functions may include some or all of the following:

- Complying with relevant Company Health and Safety policies and procedures
- Managing and maintaining controlled documents relating to Industry Standards
- Ensuring all Standards related processes and procedures are complied with at all times
- Contributing to the annual review of Standards ISO related processes and procedures

### **People Management**

Main functions may include some or all of the following:

- This role demands that the incumbent will have the ability to work with minimal supervision and in an unsupervised capacity

### **Qualification, experience, and attributes (Objectively required to undertake the role)**

Some or all of the following may be required:

- Proven experience in similar HR Role
- Strong knowledge of HR Systems and data management, preferably HiBob.
- Strong understanding of UK employment law and employee relations best practice.
- Strong organisational skills with the ability to manage multiple projects.
- Excellent interpersonal and communication skills
- Demonstrates integrity, adaptability and the ability to collaborate well with others
- Generalist experience in all areas of Human Resource Management
- Knowledge and experience of managing the full employee lifecycle.
- Relevant CIPD recognised qualification or equivalent experience

### **Compliance:**

OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day to day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

### **General:**

Main functions may include some or all of the following:

- Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities
- Maintaining the company values and culture