

Title	HR Manager
Site	Norbord Europe Ltd, Inverness

### **Roles & Responsibilities (main functions)**

**Note: In addition to duties and responsibilities listed, the job holder is required to perform other duties assigned by Management from time to time**

Norbord Europe is seeking a confident HR Manager to deal with the personnel functions within the site.

The roles and responsibilities of this role include but are not limited to:

- Provide support to management team and site on confidential HR issues.
  - Maintain HR Database, including personal files
  - Research, initiate and propose changes to Company HR personnel policies/procedures and ensure legislative compliance and best practices.
  - Monitoring of overtime.
  - Administration and monitoring of sickness absence in conjunction with Occupation Health department with a view to reducing costs and improving performance.
  - Managing all aspects of recruitment, including liaising with external agencies.
  - Liaison with Trade Unions.
  - Support Management team on departmental training, including monitoring and maintaining the training database.
  - Support Management team with Personal Development Plans.
  - Support and coach Management team with employee performance concerns, including the use of Performance Improvement Plans.
  - Manage payroll queries, ensuring all changes are communicated to the employee in a timely manner.
  - Provide support and development opportunities to the HR Administrator.
  - Raise necessary purchase orders.
  - Being an active member of the Contractor Management Committee.
  - Ensuring a high level of housekeeping in the office environment.
- Active engagement and participation in continuously improving the safety culture on site.

### **Working for Norbord**

- A culture that places top priority on safety
- Opportunity for career growth with a stable company
- Encouragement to challenge the status quo and share knowledge
- Responsibility and reward
- Competitive pay and benefits
- Continued company growth

### **Vision & Values**

**Trust, Excellence and Customers** are the **3** words that summarise Norbord's values. These common set of values have been adopted through open communication and dialogue reflective of mutual respect. It is expected that any post holder also adopts this common set of values unconditionally. The collective goal is that we set clear objectives and deliver on all promises and commitments, whether engaged with customers, suppliers, fellow employees, shareholders or the community at large.

## **Safety Leadership and Participation**

One of our strategic priorities is to operate our Inverness site with an interdependent safety culture and top decile safety performance, therefore any post holder must be prepared to display visible leadership and commitment to the Norbord culture at all times. We are committed to the health and wellbeing of our employees, contractors and visitors by creating, maintaining and continually improving a safe working environment.

Working safely is a condition of employment.

Participation in safety activities includes but is not limited to:

- Actively participating in the near miss reporting process.
- Participating in toolbox talks.
- Carrying out personal Nortrain and AZT compulsory training.
- Being an active member of a relevant safety sub-committee.
- Participating in safety tours.

## **Skills, Knowledge & Attitudes / Behaviours**

**The post holder requires to:**

- Thrive in a fast paced environment working to tight deadlines.
- Have knowledge of HR Legislation
- Good communication and organisational skills
- Good mediating and negotiating skills
- Good interpersonal skills
- Good organisation, administration & clerical skills
- Have the ethics and values to adhere to Norbord's Vision and Values culture
- Have composure and maturity, handling stressful situations well

## **Qualification(s) / Experience**

**What You Will Need:**

- CIPD qualified, or working towards.
- Educated to Standard Grade qualification or equivalent (Essential)
- Previous HR experience.
- Demonstrated presentation and communication skills
- Excellent working knowledge of Microsoft Office packages

## **Personal Specifications**

### **Flexibility**

The post holder must recognise the need for flexibility in his/her position due to the specific demands of the

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role. To this end he / she must:

- be hands on as required
- be willing to travel to other locations to assist with audits, training, and other duties if required
- be willing to work reasonable additional hours to cover situations such as absence of colleagues
- be willing to support other areas of plant

### **Physical Demands**

There may be some physical demands required for the Administrator to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Coping with setbacks**

- Works productively in a pressurised environment
- Keeps emotions under control during difficult circumstances
- Balances the demands of a work life and a personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

### **Organisation**

Manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.

<b>Date of Description</b>	
<b>Review Date</b>	
<b>Reviewed by</b>	