

NHV Group – HR Business Partner - Part-time

The primary purpose of this role is to support the VP HR in delivering an effective and efficient HR function that aligns with and supports the overall business objectives.

This position is part time working and primarily based at the Esbjerg base.

GENERAL RESPONSIBILITIES

- Deliver a proactive and high-quality HR service to Esbjerg base, aligned with company standards, policies, and strategic objectives;
- Act as the primary HR contact for all employees at both locations, including Managers, Pilots, Engineers, and administrative personnel;
- Provide day-to-day HR advice and guidance across a broad range of topics, including performance management and disciplinary matters;
- Draft employment contracts, correspondence, and HR-related documentation;
- Support and lead HR projects and initiatives as required;
- Attendance at Employee meetings;
- Deliver training sessions to employees and management on HR-related topics;
- Undertake additional HR duties as directed by the VP Group HR to broaden expertise and support business needs;
- Act as a trusted advisor and focal point to Department Managers on employee relations, performance, and capability development.

LEGISLATION, PROCEDURES & COMPLIANCE

- Ensure all HR activities comply with local and international employment legislation and internal company policies;
- Monitor, review, and continuously improve HR processes and procedures to ensure legal compliance and operational efficiency;
- Maintain and update HR policies in line with evolving employment laws and best practices;
- Lead in redundancy processes and organizational restructures, including preparation of documentation and financial data;
- Engage with union representatives and support formal consultation processes when required;
- Comply with all Information Security Management System (ISMS) policies and procedures and take personal responsibility for protecting company information and assets;
- Support and participate in Union meetings as required.

OCCUPATIONAL HEALTH

- Lead absence management processes, working closely with line managers to address attendance and

wellbeing;

- Oversee absence cases under Danish employment contracts, ensuring compliance with local legislation and coordination with relevant occupational health providers
- Promote employee wellbeing and support initiatives related to mental health and workplace health.

INTERACTION WITH OTHER BASES/MANAGEMENT

- Collaborate closely with HR teams in Aberdeen and Belgium to ensure consistency and alignment across locations;
- Work in partnership with the HR Business Partner in Holland to support seamless operations between Esbjerg and Den Helder;
- Conduct regular visits to other bases as required to maintain strong stakeholder relationships and operational understanding.

PAYROLL, COMP & BEN, REPORTING

- Prepare, validate, and submit monthly payroll data in collaboration with Payroll teams to ensure accuracy and timeliness;
- Working collaboratively with the Payroll Lead and Co-Ordinator to ensure accuracy of payroll;
- Maintain integrity and confidentiality of HR data through effective management of HR systems and records;
- Produce, analyse, and present HR reports, providing insights to support decision-making and business strategy;
- Contribute to annual HR budgeting processes in collaboration with VP Group HR.

Skills and Experience

Experience

- Bachelor's degree in a business or HR discipline preferable
- Master's degree in Psychology
- Previous experience is essential in a similar role and able to demonstrate situational scenario's
- Must have excellent and proven Danish Employment law knowledge

Skills

- Good working knowledge of local legislation and international HR Best Practice
- Must be fluent in English language (spoken and written)
- Strong communication skills
- Ability to manage time and prioritise
- Demonstrates enthusiasm and resilience, applying a proactive and solutions-driven approach to challenges.

What we offer

You'll be welcomed into an exciting company. Based on your skills and competences, you'll be offered a competitive salary with benefits.

The opportunity can be taken to widen your knowledge and skills.

<https://nhv.be/>