

JOB DESCRIPTION

Job Title:	HR Business Partner – Scion Instruments
Role Type:	12 Month Fixed Term
Department:	HR
Reporting:	Head of HR

The Business:

Techcomp Europe Group holds an exciting portfolio of rapidly growing technology businesses that operate globally. Our brands include Edinburgh Instruments, Scion, Froilabo, Precisa and Isotopx. As a result of our continued investment in R&D, based in our Headquarter office in Livingston, Scotland, Techcomp has an exciting product pipeline to add to its existing portfolio and create fantastic opportunities for global market development through our global network of businesses and sales channels.

SCION Instruments has headquarters in Livingston, Scotland and Goes, Netherlands. Scion Instruments designs, manufactures and markets GC, GC-MS, Headspace and HPLC systems along with a full range of accessories, consumables and support services. Scion Instruments also markets Compass CDS™ stand-alone and client-server chromatography data systems. The business continues to invest heavily in research and development of new instruments and market solutions and has truly remarkable growth expectations for the coming years.

Role Summary:

Under the leadership of our Head of HR, this role will serve as the HR Business Partner for Scion Instruments, with a dotted line to the CEO. This role will partner closely with the CEO and senior management team to drive the development and implementation of key HR initiatives and provide expert support across a broad range of HR and employee-related matters, while ensuring alignment with Group HR policies and processes.

Key Responsibilities:

- Partner with the CEO and management team to aid in the development of business-specific HR initiatives, such as:
 - Employee engagement
 - Retention strategies
 - Performance management
 - Succession planning
 - Annual performance and salary reviews
 - Budgeting process
 - Payroll
- Partner with the CEO to shape and deliver the people strategy and lead change management initiatives.

SCION Instruments **the Netherlands**

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Phone +31 (0) 113 287 600
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UK

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- Support and coach line managers on various employee relations issues including absence management, performance management and all other disciplinary and grievance matters.
- Act as the first point of contact for manager and employee queries, as business needs require, ensuring that advice given is in line with local legislation and Company policies.
- Identify, develop, and implement training and development programs in partnership with local management.
- Provide the CEO and management team with key employee data such as turnover, absence, headcount, compensation and observations of market trends.
- Collate and maintain staff lists and employee records such as contracts, notice periods, job descriptions, other key matters.
- Create and maintain org charts in partnership with local HR and management teams.
- Partner with Finance to administer payroll and pension processes.
- Support the application of standard working procedures, as set out by our Head of HR, on:
 - Recruitment advertisement and approvals process.
 - Onboarding and offboarding.
 - Annual performance and salary reviews.
 - Implementation of HR policies.
 - Benefit review and administration.
 - Reporting and controlling payroll changes and approvals.
 - Budgeting.
 - GDPR compliance.

Required Education / Experience

- CIPD level 5 or similar industry recognised qualification.
- Broad generalist HR experience.
- Experience in a similar standalone position.
- Proficiency in standard Microsoft Office packages, such as Word and Excel.

Preferred Education / Experience

- Prior payroll experience
- Experience in a global HR role

Required Competencies:

- **Project Management:** Develop, manage, and coordinate project plans; Supervise the status of projects; Hold project owners accountable; Communicate change and encourage progress.
- **Judgement and Decision-Making:** Exercise sound judgment and focus on job goals; Establish priorities; React to unexpected situations; Take an analytical approach when considering options, seek input from others and reach decisions; Make difficult decisions when necessary.
- **Dependability:** Punctual; Good attendance record; Work with minimal supervision and direction; Can be counted on to handle special duties; Follow-up on issues without prompting; Meet deadlines.
- **Planning and Organising:** Prioritise and plan work activities; React positively to pressure situations; Ensure information is organized and accessible.
- **Initiative and Leadership:** Self-starter; Help others when needed; Flexible; Show desire to master job, take pride in work and seek continuous improvement; Actively tackle problems; Seek new opportunities; Strive to see projects to completion.

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- **Communication & Collaboration:** Excellent verbal and written communication skills with all levels of internal business stakeholders and external customers and suppliers; ability to collaborate effectively with cross-functional teams, stakeholders, and external partners.
- **Teamwork:** Perform a variety of tasks independently while contributing to the team environment; Build positive team spirit; Put success of team above own interest.
- **Interpersonal Skills:** Support and encourage others; Give and receive constructive criticism; Negotiate; Listen to and value other's opinions; Convey ideas to a group; Maintain confidentiality.
- **Presentation Skills:** Able to present ideas and information accurately and in a clear and concise manner; Engage with the audience; Positive body language; Effective use of visual aids.

Other Requirements:

- Requirement to travel including international travel.
- Requirement to work out of business hours as business requires.

Live The Scion Instruments Values:

- **Customer Focus:** We prioritize our customers' needs and strive to exceed their expectations through exceptional service, quality products, and comprehensive support.
- **Integrity and Trust:** We conduct our business with the highest standards of ethics, honesty, and transparency, fostering trust and long-term relationships with our customers, partners, and employees.
- **Innovation:** We foster a culture of continuous improvement and creativity, driving technological advancements that enhance our products and services, and contribute to the progress of the scientific community.
- **Respect:** We treat all individuals with dignity, fairness, and respect, valuing diversity and fostering an inclusive environment where everyone can contribute and thrive.
- **Passion:** We are passionate about our work and driven by a shared purpose to make a meaningful impact through our products and services, inspiring excellence and dedication in everything we do.

Why Us?

This is a great opportunity to join an established and growing global business. In return we offer excellent financial rewards and career development prospects. You will work with flexible working pattern, that allows an early finish on a Friday. After an initial qualifying period and subject to the Company's terms and conditions of employment, Scion Instruments offers a comprehensive range of benefits including performance-related bonus scheme, death in service, group income protection, private medical insurance, pension scheme, paid holidays, subsidised gym membership, cycle to work and employee discount scheme.

As an equal opportunities employer, Scion Instruments is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.

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