



POSITION PROFILE

HR Business Partner



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Bute Energy is a developer of large-scale onshore renewable energy projects in the UK, with a development pipeline in excess of 2GW of generating capacity.

Our portfolio comprises projects at various stages of development, with the first projects expected to commence construction in 2024. In total, the portfolio of onshore wind farms, solar PV projects and co-located battery energy storage systems could have an installed capacity in excess of 2,000 MW by 2030, making a substantial contribution towards meeting the renewable energy targets of the Welsh Government and the net zero carbon objectives of the UK Government.

The projects are expected to attract significant investment and deliver substantial socio-economic benefits to the local and regional economy. We will submit our first planning application in the summer of 2022 for the Twyn Hywel Energy Park (<https://twynhywelenergypark.wales/>), located largely within a Pre-Assessed Area for Wind Energy in Southeast Wales. All our sites can be generating power by 2028, helping to support the Welsh Government's 2030 targets on the path to Net Zero.

We have partnered with Copenhagen Infrastructure Partners (CIP), whose investment will allow us to accelerate the development of our portfolio and bring significant supply chain and economic benefits to Wales.

We are now growing our team to support delivery of our portfolio. We are looking for candidates who will bring the expertise, determination and passion to help us deliver our vision for the future of renewable energy in the UK.





Job Title:	HR Business Partner
Location:	Cardiff with infrequent travel to the Edinburgh office as required
Reports to:	Finance Director

With the first planning applications being readied for submission in 2022, Bute is growing its existing team to drive the business through the next stages of consenting and delivery. The business is now looking to appoint a HR & Operations Business Partner.

The HR Business Partner will act as a business partner to the Directors, supporting with daily operations and strategic initiatives. The role will require an individual adept in defining, developing and implementing HR strategy, policies, practices and procedures to support the business' strategic objectives.

The team includes a mixture of highly skilled professionals from a diverse range of backgrounds (energy utilities to start-ups), with challenging roles who require the appropriate management and support by the HR function.

Main Responsibilities

- To provide strategic HR guidance, planning, leadership, and management.
- Scope and implement HR projects, procedures and guidelines that align to the strategic goals of the business.
- Influence and build relationships with people around the business across all functions, particularly operations/general management.
- Build a strong corporate culture and establishment of best practice/code of conduct policies.
- To be the contact point for employment activity and advice across the business.
- Manage employee relations casework including any dispute resolutions, disciplinaries, grievances and absence.
- To support the recruitment and onboarding processes.
- Use HR data and metrics to shape HR interventions and support business KPIs.
- Creation of robust people practices such as restructures, retention strategies and succession planning.
- Responsible for preparing contracts, training agreements, and other such documents.
- Generate and process all onboarding and offboarding paperwork including offer letters, contracts, and termination letters.
- Establishment and implementation of a sustainable training and development plan, with attention placed on ensuring regular flow of future talent.
- Manage employer issues such as grievances, performance management, and disciplinaries in a timely manner ensuring legal compliance.
- Manage cyclical HR activities such as annual salary review, bonus programmes and benchmarking.



- Establishing policies that promote the company's culture and vision.
- Increased commitment to D&I initiatives across all functions/areas of the business.
- Overseeing all back-office activities excluding Finance: such as IT, office use and occupation.
- Manage the administration team across both the Cardiff and Edinburgh office.

Key Accountabilities:

- Ensure that all HR files and databases are fit for purpose and accurate.
- Effectively manage all recruitment compliance requirements including referencing, right to work documentation and qualification checks.
- Manage the induction process in partnership with Office and Line managers including IT set up and new starter induction planning/delivery.
- Keep the employee handbook up to date.
- Regularly update and maintain the Active Absence System, including annual leave and absence records.
- Keep up to date with employment law and regularly revise policies ensuring legal compliance.
- Ensuring that the business manages its operations in a structured manner that is focused and effective.
- Ensuring that relevant operational policies and procedures are established and are effective in practice and that external regulations are always adhered to.





The successful candidate will have a comprehensive understanding of and expertise in how the HR function makes a company successful. As such, this role will not be limited to the core function of HR and will include wider business functions – for example: operations, management of the administration division and any ad-hoc projects fundamental in bettering firm performance and positioning and development of staff and culture etc.

Experience & Qualifications:

- Qualified to graduate level ideally with CIPD Level 5 vocational qualification.
- Experience dealing with complex HR issues and can apply existing extensive HR and business knowledge to lead and manage issues.
- Experience in all aspects of HR but have gained an appreciation of when external functional expertise may be required on either an interim or ad-hoc project basis.
- Delivered key strategic HR projects in line with business goals and objectives.
- Experience of developing internal engagement approaches.
- Experience overseeing daily business operations.

Knowledge & Skills:

- A dynamic, driven, and proactive professional who is attracted to a high growth environment that demands a pro-active approach.
- A passion for driving organisational improvement and culture to deliver best in class performance.
- Organised and pragmatic with an ability to find solutions to challenging problems.
- Ability to build strong, cooperative, and productive relationships with the wider team.
- Highly professional with an ability to adopt a Partnership approach and build a strong rapport with internal and external stakeholders.
- Someone who is passionate, determined and will take accountability.
- Proven ability to maintain discretion and confidentiality.

General:

The above responsibilities are neither exclusive nor exhaustive and the incumbent may be called upon to carry out such other appropriate alternative or additional duties as may be required, which are within their capability and competence.

Diversity and Inclusion:

Bute Energy is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.



Attractive package commensurate with background and experience required for the role. For more information on remuneration please contact Sophie Randles, Director - Private Equity.

Contact details are as follows T: 07432 480922 or E: sophierandles@livingstonjames.com

The Recruitment Process

The search and selection process of this assignment is being managed by advising consultant, Sophie Randles – Director at Livingston James.

Selected professionals will then be invited to interview with selected shareholders and stakeholders. There will be three stages to this process. If requested, psychometric assessment will be utilised through the process for which additional guidance will be provided.

All third-party applications, enquiries and direct approaches to Bute Energy will be referred to Livingston James.

