

HR Business Partner, Group Support Functions

Are you an HR professional eager to take on new challenges? Whether you are relatively new to the HR Business Partner role or looking to take on your first HRBP position, this could be your opportunity. Join us on our growth journey and help make a real impact in our organization! We are currently looking for a new colleague to manage HR business partnering tasks combined with key operational HR Advisor responsibilities. You'll be joining 30 dedicated colleagues in People & Culture, where leaders encourage you to take responsibility, stay curious, develop new skills and take on new challenges. You will report directly to Senior HR Business Partner, Rig & GSF, Kasper Thorsø, with a dotted reporting line to Director, HR Operations, Antje Larsen.

Your tasks & responsibilities

With the continued growth of Semco Maritime, we have an important task to ensure clear and well-established people experiences and processes. You will contribute to the overall management of the annual HR cycle and support leaders across our Group Support Functions (GSF).

In this split role (HRBP and HR Operations) you will play a vital role in architecting our company culture, ensuring strong people processes, HR master data and a professional employee lifecycle through our People Platform (HRIS). You will work independently while remaining fully aligned with our People & Culture strategy while applying your understanding of the business needs to support our overall agenda.

Your tasks as HR Business Partner will include but are not limited to:

- Drive people processes according to our HR annual activities.
- Collaborate closely with the leaders in the GSF-division and with the HR community on deliverables.
- Lead and manage small to large scale people & culture related projects.
- Design and facilitate workshops and support, coach and develop our people leaders.
- Handle a broad range of core HR responsibilities and general HR activities across the employee lifecycle.

In addition, the role includes key HR Advisor responsibilities in our HR Operations team:

- Manage onboarding, offboarding and internal changes in our People Platform (CatalystOne)
- Manage and ensure high-quality HR master data in our People Platform and IFS (global ERP system).
- Support and advise managers and employees on inquiries related to policies, procedures and general HR matters across the business.
- Collaborate on updating HR process descriptions and policies.
- Support the further development, optimization and utilization of our People Platform.

Your profile & qualifications

We imagine that you are a collaborative and proactive team player with strong HR skills. You bring curiosity, structure and the ability to prioritize your work, and you maintain a calm and solutions-oriented approach - even when things get busy.

You communicate easily with both leaders and specialists, and you contribute with a dependable and forward-thinking mindset that supports optimisation and change. With your enthusiasm and drive, you handle complex tasks while remaining focused in a dynamic and diverse environment.

To succeed in this position, we expect that you have:

- A relevant master's degree is preferred or a relevant bachelor's degree combined with similar experience.
- 3-5 years of well-rounded HR expertise with the ability to navigate and improve HR processes and practices across the full employee lifecycle.
- Experience with or interest in working with HR-related IT systems such as CatalystOne and a data- and process driven mindset.
- A strong interest in HR processes, systems, master data management and driving strategic HR projects.
- Strong communication skills in both Danish and English.

Welcome to Semco Maritime

At Semco Maritime, we create change. For people. For projects. And for the global energy sector. With us, you will join a community of over 2,400 of the most dedicated thinkers and doers in the energy industry who are driving real change and making their own personal mark on the global energy landscape.

While everyone knows *why* the energy transition is vital, we are concerned with the journey. *How* to get there. By providing the answers needed to make change real. Because we believe that global energy ambitions can only be realized through hard work and clever pragmatic solutions. This is what we do. This is what we invite you to participate in. So yes, working for us will change the energy sector – and may well change you too.

Care to join the movement?

Change. With us.