

An exciting time to become a Petrofac graduate

It's a fascinating field to work in, and as Petrofac is involved across every area of the energy lifecycle, there's plenty of variety. Technical functions to business support, we're looking for graduates that bring the right energy across disciplines, from engineering to IT and Digital, HR, HSE, and Supply Chain.

As a graduate at Petrofac, you will gain a breadth of experience working with world-class experts on some of the most significant energy projects. And of course, you won't do it alone. Your mentors and colleagues will be with you every step of the way, offering advice, guidance, or just a friendly ear when needed.

We are bringing the right energy

We are a leading international service provider to the energy industry, with a diverse client portfolio including many of the world's leading energy companies. Petrofac designs, builds, manages and maintains oil, gas, refining, petrochemicals, and renewable energy infrastructure. Our purpose is to enable our clients to meet the world's evolving energy needs.

Our values – driven, agile, respectful, and open – underpin how we work together, inform the decisions we make, and are fundamental to our future success.

So what's in it for you?

- Challenging hands-on work experience that will broaden your experience and knowledge of our organisation, enabling you to make a real contribution from day one.
- Personal development programmes to develop your interpersonal skills and leadership capabilities.
- Internal, external and on-the-job training opportunities.

The Role

Working within the Asset Solutions business to provide HR support:

- Assist in employee's life cycle, i.e. onboarding to offboarding formalities.
- Coordinate with shared services team for all data management issues.
- Follow up with grievances and absence cases and ensure all documentations are in uploaded to the HR Oracle Cloud.
- Assist in various HR projects such as Talent, Performance, Reward, HR Cloud improvements, etc.
- Help prepare presentations to senior management on any HR related projects.
- Supporting the D&I strategy and providing Diversity and Inclusion advice to a range of stakeholders.
- Assist on key dashboard data ensuring accuracy and correct reporting of information.
- Communicate with employees and managers in relation to HR queries, providing advice and guidance in line with employment legislation and best practice.
- Build strong working relationships, through regular communications, with managers to understand and assist in meeting ongoing business requirements.
- Communicate with employees absent from work due to sickness, monitor absence and assist with management of return to work.
- Review and creation of HR policies ensuring compliance with existing legislation.

Qualification Requirements

Bachelor's degree or Master's degree.

Essentials

- Relevant experience working in an HR environment.
- Ability to work on own initiative to generate ideas.
- Ability to communicate and build relationships with multiple stakeholders at different levels.
- Effective at using Word/Excel/PowerPoint and Outlook to analyse, communicate and present key information from several sources.
- Highly proactive and engage fully in the work.
- Ability to prioritise workloads.
- Can work to deadlines.
- Have excellent communication and attention to detail skills.

Desirables

- Understanding and awareness of the Oil and Gas business.
- Previous placement or work experience within the Oil and Gas Industry.

Company Benefits

- A competitive base salary
- Pension Scheme – Standard Life - 3.5% Employee / 7% Employer
- UK Healthcare – AXA
- Employee Assistance Programme (EAP)
- Permanent Health Insurance (PHI)
- Personal Accident insurance
- Life Assurance (3x Base Salary)
- Cycle To Work Scheme
- Share Incentive Plan (SIP)
- Employee Lifestyle Benefits Scheme
- 30 days plus 3 public holiday entitlement
- Plus, much more

Equal opportunities

We recruit, reward and develop our people based on merit regardless of race, nationality, religion, gender, age, sexual orientation, marital status or disability. We value our people and treat everyone who works for or with Petrofac fairly and without discrimination.

How to apply

If your skills and ambitions match the above and you are eager to bring the right energy to Petrofac, please apply on our website www.petrofac.com/graduate-intake