

HR BUSINESS PARTNER

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **COLLEAGUE** to join our growing team in a position of **HR BUSINESS PARTNER**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

SUMMARY

The **HR BUSINESS PARTNER** provides a variety of services necessary for the recruitment, motivation, training, and development of qualified employees, with the emphasis on such HR functions: as compensation, benefits, performance management and training to foster a healthy workplace by ensuring that HR procedures run properly at all times and to provide support in HR matters to company's employees and managers.

REQUIREMENTS

- Master's degree in human resources, business management, or a related field;
- 5+ years' experience in a cross functional HR management role, preferably in an international and/or project implementation organisation;
- Working knowledge of multiple HR disciplines, including Labour Law, compensation and benefits practices, performance management, organizational diagnosis, employee relations, recruitment, training;
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors;
- Excellent organizational skills and attention to detail;
- High ethical standards, honesty, and impeccable reputation;
- Fluent in English and one of the Baltic country languages;
- Proficient in the MS Office 365.

SOCIAL COMPETENCES

- The ability to create and maintain open and constructive relationships with others, to respond helpfully to their requests and to be sensitive to their needs;
- To work cooperatively and flexibly with all levels of management and team members;
- The ability to communicate clearly and persuasively, orally or in writing; provide argument bases analysis, listens and considers other's perspectives;
- Strives for continuous self-development;
- The ability to adapt to and work effectively in different situations and to carry out a variety of tasks.

RESPONSIBILITIES

- Analyse human resource trends and metrics in partnership with other HRM team members, develop and implement HRM policies, programs and solutions;
- Analyse the company's compensation & benefits practices and propose adjustments;
- Provide performance management guidance to all levels of management (e.g., coaching, counselling, succession plans, disciplinary actions);
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention;
- Provide HR policy guidance and interpretation;
- Identify training needs for business units and individual needs. Organise and administer internal and external training programs;
- Participate in recruitment and onboarding processes;
- Conduct internal surveys.

OFFICE LOCATION

Full time position, located in Riga.

SALARY

Starting from 3000 EUR gross.

APPLICATION PROCESS

If You are willing to be a part of the challenging and unique project, and Your experience and personality match the position's requirements, please, send Your CV and motivation letter in English with the subject "HR BUSINESS PARTNER" to RB Rail AS recruitment partners SIA "Recruitment Latvia": rbrail@cvor.lv by 14 September 2020.

By submitting this application (CV, motivation letter, etc) the applicant provides the authorisation for the processing of personal data by RB Rail AS ("Controller") and SIA "Recruitment Latvia", Reg. No 40003955719, as its respective recruitment partners. The personal data indicated in the application documents will be processed for the purposes of the recruitment and hiring processes only as is legally permissible under Art. 6(1)(f) of Regulation (EU) 2016/679 (General Data Protection Regulation)



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