



Finance & Corporate Services Department Classification/Compensation System

Position title: Manager Human Resources (MHR)

Code:
Salary: ST 81,600 per annum
Status: Contract

Purpose of Classification:

To ensure, through supervision and an oversight of the Human Resources Division, the implementation and administration of Human Resources programs, policies and practices.

Reporting directly to the Deputy General Manager, Finance & Corporate Services, the Manager Human Resource has the overall responsibility in recruiting and staffing, performance management, benefits and compensation administration, organizational development (OD), occupational health & safety, employee counseling services, training and development and regulatory compliance.

(I) Principal Duties

Leadership & General Management:

- Leads the development of the division's goals, objectives and systems.
- Develops and monitors the HR annual budget and divisional plan.
- Develop programs to drive the corporate performance such as strategic planning, succession building, and leadership and management development and talent acquisition processes.
- Advises the management team in human resources policy development and programs, recommending or taking appropriate actions as consistent with corporate culture and strategic direction.

Staffing:

- Directs the planning, development and operation of: talent acquisition, staffing practices and procedures necessary to recruit and retain an effective workforce, and resources planning.

Training and Development:

- Oversees the establishment and implementation of training and development initiative to address current capabilities and future training needs, including on-the-job operational/technical training, departmental special needs, management development and new-hires orientation.



Performance Management:

- Plans, develops, implements and administers programs, procedures and guideline to help align staff with the strategic goals of the Corporation.
- Leads the implementation of a performance management system and provides each departmental manager with the appropriate tools, resources and training.

Compensation and Benefits:

- Develops and implements compensation strategies and structure that align with company goals.
- Ensures the provision of cost effective benefit plan, monitor benefits environment for cost savings.
- Responsible for payroll administration.

Occupational Health & Safety:

- Oversees the development and implementation of policies, regulations, and standards relating to occupational health and safety.
- Ensures compliance with legislated reporting requirements and due diligence/liability requirement are met.

Organizational Planning and Development:

- Directs a process of organizational planning towards evaluating structure, job designs, and personnel resources.
- Directs a process of organizational development that addresses issues such as succession planning, workforce development, key employee retention, organization design, workflow efficiency and change management.
- In charge of the Human Resource Information System (HRIS) and its security.

Employee relations and regulatory compliance:

- Formulates and recommends Human Resources policies and objectives for the Corporation that will establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Develops strong working relationships with management and staff, providing advice, guidance, and coaching as needed.
- Ensure organisational conformation with applicable HR related regulations and statutes as well as organisational procedures and policies.



(II) Person/Job specification

Essential Criteria

1. Education

- A degree in Business Administration or Commerce with specialisation in Human Resources Management and/or Industrial Relations or a professional qualification of equivalent or higher standard from an accredited university.

2. Required Experience

- Minimum of 7 years of progressive experience in human resources management within medium to large organisations.
- At least 3-5 years of experience in a supervisory or management position.

3. Skills, Knowledge & Abilities

- Generalist background with broad knowledge of employment, compensation, organizational planning, occupational health & safety, employee relations, and training and development.
- Able to work successfully and productively in a team environment or independently and with deal with multi-tasks effectively.
- Sound knowledge and understanding of statues and regulations applicable to personnel management.
- Practical knowledge of the application and functions of a Human Resources Information System (HRIS).
- Strong ability to perform well and be unfailingly diplomatic in a high pressure and complex environment.
- Excellent problem-solving with the ability to envision and deliver innovative solutions.
- Excellent communication and interpersonal skills with ability to listen effectively, respond appropriately, and maintain mutual comfort level while relating to a diverse workforce.
- Ability to negotiate employment contracts.
- Ability to formulate HR programs and policies based on new business requirements.
- Proven analytical, planning and organising skills with an ability to develop HR programs and policies based on business ne
- Results and people driven oriented, but have sound judgment and the ability to balance other activities and considerations.