

**DEPARTMENT : HUMAN CAPITAL**

**Position : Manager**

**Unit : Organizational Development and Performance and Rewards Management**

***Position Summary:***

To plan, manage and monitor the implementation of Organisational Development and Performance and Reward Management initiatives.

***Key Accountabilities:***

- a) Plan, manage and monitor the implementation of Learning and Development initiatives and activities which includes and not limited to TNA, training gaps analysis, internal/external training coordination, learning reporting & analysis, developing effective learning platform creation of an effective learning platform e.g., e-Learning, etc, track learning budget, creation of effective learning evaluation tools and develop/update competency development framework (leadership and functional competencies).
- b) Plan, manage and monitor the implementation of Change Management initiatives and activities which includes and not limited to the application of change management process and tools to support the adoption of the changes required by a project or initiative, conduct impact analyses, assess change readiness/effectiveness, track and report an issue, measure success metrics and monitor change progress.
- c) Plan, manage and monitor the implementation of Employee Engagement and HR communications initiatives and activities which include and not limited to the creation of an annual employee engagement plan to increase employee involvement & motivation and monitoring the “pulse” of the organization, identify & troubleshoot problems and recommend appropriate solutions.
- d) Plan, manage and monitor the implementation of Talent Development initiatives and activities e.g., developmental plan for Future Leaders Program/Associate Fellow Program.
- e) Plan, manage and monitor the implementation of Career Management initiatives and activities e.g., writing job descriptions, job evaluation, career movement, career-pathing, and career ladder.
- f) Plan, manage and monitor Performance Management initiatives and activities which include and not limited to managing the annual appraisal review (prepare notification to staff, consolidate the appraisal review form and learning & development plans for staff from each department, review and monitor the preparation of the documents for moderation session and review the list of staff with final appraisal rating to be communicated to Heads of Department), performance improvement plan (identity the list of staff to be included in the plan based on the final performance rating and monitor the implementation by Head/Supervisor) and notify supervisor to complete the assessment for staff confirmation in employment with LTAT and prepare the recommendation to the Management for staff confirmation.
- g) Plan, manage and monitor Rewards Management initiatives and activities which include and not limited to review the details for performance bonus and salary increment proposals (identify the number of staff eligible for performance bonus and salary increments, net profit and creation of the bonus & increment pool, benchmarking against other statutory bodies, details performance bonus and salary increment pay-out in the previous year), perform benchmarking rewards practices against the market.
- h) Plan, manage and monitor Succession Management (prepare the list of potential successors, development gaps and monitor the successor’s details as well as the creation of a Talent Pool for presentation to the Talent Review Committee).

- i) Plan, manage and monitor Talent Development initiatives and activities e.g., a developmental plan for the Future Leaders Program/Associate Fellow Program.

**Qualifications:**

- a) Bachelor's Degree in Human Resource/Psychology, Business Administration, or other related fields.
- b) Minimum 10 - 15 years of work experience as HR Generalist/Business Partner role that included Organisational Development (learning & development, employee engagement, employee communications, talent development), performance & rewards management and using data effectively.

**Knowledge/skills**

- a) Good interpersonal and communication skills (verbal and non-verbal) and good analytical skills.
- b) Good understanding of learning & development management and employee development.
- c) Able to work with a tight deadline and work with minimal supervision, open-minded, proactive, good in monitoring implementation and follow-up, detailed-oriented, result-oriented and good managerial/leadership skills.

