

Housing Authority

Position Description: Manager Human Resources & Training

Position	Manager Human Resources & Training
Incumbent	
Reports to	Chief Executive Officer
Date :	
Reporting Positions Senior Employment Relations Officer Senior Training Officer Human Resources Officers (2)	
Purpose This position is responsible for the effective selection, management and development of HAF personnel. Its purpose is to develop and drive the appropriate human resources strategy in line with the Authority's business vision and business need and to ensure that the best talent is recruited, retained and developed with an aim to maximising its contribution to the achievement of the Authority's objectives.	
Accountabilities The Jobholder has the following accountabilities: 1. Performance management, recruitment and selection <ul style="list-style-type: none">• Liaising with the Chief Executive Officer and other senior executives to achieve human resource objectives that are in line with the strategies of the Authority;• Recruitment of personnel in line with HAF's requirements including advertising, shortlisting and interviewing;• Preparation of budgets for the Human Resources division and staff and related expenses;• Ensuring a continuous feedback mechanism between appraiser and appraisee in order to strengthen performance;• Analyse, recommend and implement competitive remuneration packages, policies and procedures that are performance oriented with an aim to attracting and retaining personnel of the best quality;• Facilitate positive teamwork across the company, participate as an effective member of the management team and advise the GM Finance & Admin and CEO of any issues that impede team performance;• Ensuring the proper administration of payroll and timely updates of information.	

2. Training and Development

- Defining and managing the Training and Development strategy of the Authority based on business need, competitive analysis and internal competence to ensure the growth of personnel skills;
- Planning, implementing and coordinating training and development plans so that all personnel have appropriate training;
- Succession planning.

3. Organisational development

- Ensure job descriptions are present and communicated to personnel for all roles; ensure that required skill sets and measures of performance are in place;
- Establish/Develop/Refine and monitor Key Performance Indicators on an ongoing basis in conjunction with the CEO;
- Make recommendations on policy and strategy issues to support any organisational development initiatives.

4. Personnel administration and employee relations

- Improve, coordinate and monitor the job evaluation process;
- Ensure employee records are properly maintained and kept up-to-date;
- Prepare, maintain and analyse HR statistics, organisation charts and salary information;
- Ensure that employee benefits are in line with organisational policy;
- Build and develop effective employee and industrial relations via open communication and involvement mechanisms so as to encourage identification with the Authority, its mission, goals and objectives;
- Represent the Authority externally in Employment and Industrial Relations matters with the Unions and Ministry of Labour.

5. OHS issues

- Ensures that the Authority complies with Occupational, Health and Safety policies and procedures by undertaking regular audits.

Working Relationships

Internal

Chief Executive Officer
General Manager Finance & Administration
General Manager Land & Housing Development
General Manager Customer Relations
General Manager Lending

External

Union representatives/Union Leader
Recruitment/Training consultants
Solicitors

Major Challenges:

- To recruit and retain staff of high-caliber;
- To provide competitive remuneration packages to attract and retain staff;
- Developing a team of high-caliber and high-performing professionals to ensure the efficient functioning of all departments;
- To ensure that the Authority has the ability to achieve its objectives through its employees;
- To drive change management in order to create an organisational culture that improves employee commitment, motivation, and productivity

Competencies, Experience and Qualifications

The following competencies, experience and qualifications are required to do this job:

- A degree or post graduate qualification in Human Resource Management or related discipline from a recognised institution plus appropriate;
- Minimum five (5) years' experience and HR relevant field;
- A sound knowledge of HR processes;
- Good management and reporting skills;
- Excellent communication and presentation skills, with the ability to relate well to all levels of personnel;
- Strong people management and negotiation skills;
- A proven ability to identify areas that need improvement and implement sound change management;
- Good leadership skills;
- Good understanding of HAF's strategies, policies, procedures and operational guides

POSITION HOLDER:

DATE:

CHIEF EXECUTIVE OFFICER:

DATE: