

HUMAN CAPITAL BUSINESS PARTNER – [HCBP]

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| Position reports to | : | VBU Leader |
| Direct Reports | : | HCM Consultant or HCM Officer, where applicable |
| Committee Membership | : | Business Unit Management Committee (or EXCO) |
| Office Location | : | Johannesburg, Midrand |

PURPOSE OF THE POSITION

The HC Business Partner is a strategic liaison between HC and the business. This HC professional has a deep understanding of the business and the people agenda, to assist to achieve more, through people.

The role therefore aims to provide leadership in relation to the people agenda, by partnering with business leaders and other stakeholders to achieve the business goals. The HCBP's responsibilities are to provide advisory services and develop overall business unit's people management strategies, which include but not limited to talent acquisition, talent management, employee and labour relations, learning and career development. In partnership with other stakeholders, the HCBP oversees delivery of full employee life cycle processes through HC best practices and focused HC solutions that aligns to the overall business strategy.

PRIMARY RESPONSIBILITIES FOR THE ROLE

a) People Management Strategy, Alignment and Reporting

- Contribute to the business unit strategy by partnering closely with business leaders to understand the strategic needs and to develop people management strategy that aligns to the overall business unit's strategy.
- Support the strategy implementation initiatives of the business by leading, facilitating, communicating, and monitoring the implementation of various HCM initiatives;
- Participate and contribute to the business quarterly review process and ensure that the people management aspect is attended to;
- Develop and present HC monthly and quarterly reports to the business unit senior management committees such as Manco and/or Exco; and
- Provide support to the Human Capital Executive and VBU Leader in relation to the implementation of global people management objectives and strategy.

b) Strategic Talent Acquisition

- Drive the strategic talent acquisition process in line with the workforce plan and business unit transformation priorities for the purposes of employment equity, diversity and inclusion;
- Participate in the selection process and onboarding of new employees;
- Manage delivery on talent acquisition with the support of external service providers, where applicable; and
- Provide coaching to management regarding effective recruitment and selection process.

c) Stakeholder Relationship and Management

- Build effective relationships with key internal stakeholders which includes people of the business unit at all levels, HC community of practice and the external stakeholders to ensure successful delivery of the people agenda;
- Facilitate conversations, discussions or engagements and navigate complex relationships in order to build consensus, especially where conflicts occurs;
- Provide guidance, advisory services and coaching to people and management on all HC related issues and decisions required across the HC value chain; and
- Support international offices and understanding of in-country employment laws, in partnership with the relevant specialists.

d) Talent Management & Performance Management

- Champion Performance Management processes with the leadership team and business in line with the Performance Management policy;
- Provide support and drive the process of performance scorecard development;
- Drive and facilitate talent management process by assisting business to identify top talent, create talent pipelines and pools, develop succession plans, retention and development;
- Partner with the leaders to drive talent management by participating in the calibration process and identification of the rising stars;
- Identify talent management strategic interventions and contribute to the business unit strategy;
- Partner with the business to ensure that all employees have performance objectives are created in the applicable people management system;
- Analyse performance data to identify trends, strengths and areas of improvement required in the business unit; and
- Coach and advise line managers on all performance management matters, including management of Performance Improvement Process (PIP) by the line manager.

e) Learning and Career Development Management

- Facilitate identification of training needs based on operational requirements and implement recommended interventions;
- Facilitate meaningful interventions for skills development spend for BBBEE purposes;
- Participate in the delivery of Adapt IT group wide initiatives and/or business unit related initiatives by coordinating and/or facilitating training;
- Provide support and drive the process of personal development plans; and
- Provide advice on career development and competency requirements on each level, in line with the group wide communities of practice and individual's career aspiration.

f) Total Rewards Management

- Facilitate and provide input into the annual remuneration review, annual calibration process and promotions process;

- Provide input to motivations submitted by business relating to salary adjustments, counter offers etc and provide advice to managers on employee remuneration review process and benchmarking of jobs;
- Partner with the Remuneration Specialist to facilitate employee awareness of remuneration and benefit offerings and act as an advocate for the Adapt IT Remuneration philosophy;
- Facilitate and process employees' group risk cover claims with the brokers, underwriters, management and other stakeholders involved in the process; and
- Provide support in drafting of job specification and profiling for benchmarking purposes.

g) Employee Relations

- Manage and drive employee relations and labour relations cases such as redundancy & retrenchment management, labour case management, i.e., CCMA, Labour Court. (Partner with legal representative when required);
- In partnership with the business and legal experts, represent the business at CCMA and at Labour Court when required;
- Manage and provide guidance to employee relations internal case management and provide support to line managers with regards to matters such as Grievances, Misconduct, and Incapacity;
- Provide sound advice to ensure the organisation complies to best practice and legislative issues; and
- Keep ER records and information as required by relevant legislation.

h) Risk Management, Compliance & Governance

- In partnership with the business unit leaders, identify people related risks and risk mitigation to contribute to the business unit risk people risk register;
- Monitor compliance to human capital management policies and participate in the audit process;
- Partner with payroll for the payroll exceptions report and participate in the audit process;
- Participate in ISO9001 audits, where applicable;
- Oversee all HC Audit exceptions and ensure the implementation of preventative measures in the unit; and
- Participate in due diligence for mergers and acquisitions, specific where applicable.

i) Change and Project Management

- Manage various HR projects, ensuring proper communication and collaboration within the business; and
- Partner with the leaders to facilitate change management and culture interventions, through the employee engagement survey outcomes.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Degree/Diploma in Human Resources Management or in another related field
- A minimum of 5 years' experience as a Human Capital Business Partner
- Knowledge of human capital related legislation.
- Understanding and application of employment laws, including and not limited to LRA, BCEA, EEA, SDA, ESA and, COIDA;

DESIRED SKILLS AND QUALITIES

a) Personal Attributes and Qualities

- Good working knowledge and understanding of HC Best practices, policies and procedures.
- Strong understanding of HR best practices, employment laws, and regulations.
- Demonstrated ability to build relationships and influence stakeholders at all levels of the organization.
- Excellent communication and interpersonal skills, with the ability to effectively communicate complex information to diverse audiences.
- Proven track record of driving HR initiatives and delivering results in a fast-paced, dynamic environment.
- Creativity and flexibility with an ability to thrive in a fast-paced and changing environment.
- The desire and ability to work collaboratively with staff members across teams.

b) Strategic Effectiveness

- Ability to think strategically while also being hands-on and detail orientated and driving significant impact.

c) Business Acumen

- An ability to understand budgeting, creating cost analyses, determining returns on investments and running risk assessments.
- An ability to manage projects from inception to completion.
- An ability to apply organizational policies as fairly and ethically as possible.
- An ability to make valuable, data-driven contributions to help the business and its employees.