

JOB DESCRIPTION

Programme Name	Corporate Services
Section	Corporate Services
Reports to	Assistant Director, Corporate Services

Job Title	Senior Executive, HR (OD)
Job Category	Executive/Individual Contributor
Function	Executive

GENERAL SUMMARY

Reporting to the Assistant Director, Corporate Services, the Senior Executive, HR (OD) is responsible for the planning and execution of HR and Organisation Development activities.

The Senior Executive, HR (OD) is responsible for

- Supporting the development and implementation of change initiatives or projects
- Developing and implementing HR systems/programmes
- Providing support on HR and organisational development matters; and
- Ensuring that all HR practices are compliant with relevant legal and statutory requirements

DUTIES AND RESPONSIBILITIES

1. Organisation Development

- Assist in following-up with relevant stakeholders such as line managers, sponsors, employees affected by change to propose areas requiring attention;
- Assist in the monitoring of deliverables of the five change management levers and evaluating progress, providing feedback for adjustment where necessary;
- Assist in assessing impact of potential and actual changes through gathering feedback;
- Provide administrative support for change management and organisation development, for example, but not limited to, administration of ADKAR or PCT surveys;
- Assist in coordination for OD-related matters including liaison with internal and external parties;
- Support the design, development, delivery and management of communications, for example through Townhalls, newsletters, engagement sessions etc.;

- Support regular reporting to relevant stakeholders;
- Other administrative support such as minute-taking

2. Orientation and Onboarding

- Prepare onboarding documents for HR records including entry on HRMS
- Develop, implement and evaluate orientation and onboarding programmes to facilitate socialization into HCSA
- Develop policies and SOPs under the guidance of supervisor

3. Employee Engagement

- Assist in developing strategies to engage employees, in line with OD activities;
- Assist to plan and execute employee engagement events sharing sessions, town halls, retreats etc.;
- Provide support in communications to employees

4. Support Talent Development and Succession Planning

- Assist to design, execute/implement and evaluate high-potential programmes including identification of high-potential talent, assessment, analysis and evaluation of relevant data etc.
- Provide support in succession planning through the implementation of structured and customized succession plans, tracking of succession plans, analysis of performance of successors in new roles, identification of gaps and areas of improvement in succession plans.

5. Others

- Provide support to the HR team in other HR or OD functions
- Any other duties as assigned by supervisor

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Degree in relevant discipline with minimum 2 years' experience in HR or organisation development

TECHNICAL COMPETENCIES (Skills of areas of knowledge specific to a particular occupation)

- **Employee Communication Management** (Level 2/3) – Disseminate information to employees and facilitate conversations with and among employees
- **Onboarding** (Level 3/4) – Design and implement onboarding programmes
- **Organisational Change Management** (Level 3) – Assist in execution of change management
- **Organisational Event Management** (Level 3) – Manage organisation-wide events to ensure smooth execution



- **Stakeholder Engagement and Management** (Level 4) – Engage stakeholders to align their needs with organisational or human resource (HR) objectives
- **Succession Planning** (Level 3) – Consolidate information to support succession planning strategies.
- **Talent Management** (Level 4) – Develop talent management programmes to support organisation-wide strategies

DISCLAIMER

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

By signing this job description, I am stating that I am qualified and physically capable to accomplish the job I have been hired to perform.

Employee Name and Signature

Witness Name and Signature

Date

Date