

Executive: HR & Facilities

This position reports to the CEO and is based in Techno Park, Stellenbosch.

Main Responsibilities:

1. Strategy Development and Implementation

- Lead the Human Resources strategy in line with the overarching business goals
- Ensure effective implementation of the Human Resources strategy by means of providing direction, structure, frameworks, models and roadmaps

2. Staff Leadership and Management

- Build and manage a high performing HR Service Delivery team by providing leadership, role clarity, training and career development
- Source, induct and manage talent in accordance with legislative guidelines
- Ensure open communication channels with staff and implement change management interventions where necessary
- Provide definition of roles, responsibilities, individual goals and performance objectives for the team
- Set key performance indicators and provide regular performance feedback through a well-defined and implemented performance review program
- Develop and implement a training plan in order to build and develop skills within the team
- Encourage knowledge transfer through the implementation of a knowledge transfer plan
- Drive continuous improvement philosophy through the knowledge transfer plan
- Performance manage resources in accordance with HR policy and legislation where necessary
- Actively participate in leadership team and develop skills of own team
- Promote a 'company centric' and 'partnership approach' to develop strong relationships with other working groups and ensure adherence to Group governance

3. Governance

Operational, Tactical and Strategic Meetings

- Provide input to company wide transformation initiatives
- Provide input to and ensure adequate risk mitigation and controls within scope of responsibility
- Sign-off baseline of service level agreements and key performance indicators
- Perform evaluation of service level agreements and key performance indicators
- Review and finalise objectives, targets and budgets for HR Service Delivery
- Prepare proposal on change initiatives (Service Level Agreement / Operating Level Agreement)
- Participate and provide input into strategic and tactical meetings
- Periodically participate in operational review meetings
- Evaluate areas of improvement across people, process, and technology

Escalations

- Manage and resolve issues that will result in severe time, scope, productivity, and cost or resource impact
- Resolution of issues escalated from teams
- Manage and provide solutions to escalations that have multiple processes / functions impact on critical path of service delivery

Reporting

- Report on a monthly basis to the CEO relating to progress made within Human Resources and in accordance with the measurement metrics set by the organisation
- Report on an adhoc basis on specific management requirements as and when necessary

Budgets

- Manage Human Resources budgets in line with business objectives
- Ensure that the cost of operations is reduced, in line with a least cost operating strategy stemming from the business drivers

4. Operational Delivery

Service Delivery Strategy

- Maintain the HR Service Delivery Strategy
- Assist the Executives in developing key elements in the service delivery strategy plan
- Design and lead an effective governance model for HR Service Delivery
- Seek opportunities to reduce costs in operating and capital expenditure
- Plan the budget and expenditures arising from infrastructure, technology and people investments for the HR service delivery function

Service Delivery Management

- Ensure smooth functioning of the HR Service delivery function
- Ensure that HR Service Delivery is providing services as per defined operational procedures

Performance Management

- Design key performance indicators and quality metrics for the HR Service Delivery function
- Ensure delivery of services in line with operational SLAs
- Support audits conducted by the quality management team
- Ensure SLAs are met as per defined metrics

Knowledge Management

- Manage process standardisation and transformation initiatives for Reutech Radar Systems
- Lead development of Knowledge Management frameworks and ensure knowledge retention
- Define a framework to mitigate loss of knowledge/information due to attrition by adequately defining back-up plans and a bench (back-up resources) strategy, where applicable

Business Relationship Management

- Provide inputs to develop the business relationship strategy with Management
- Assist in developing the relationship between Management and HR service delivery function to drive customer satisfaction
- Ensure performance commitments are adhered to

5. Facilities management

- Manage the facilities team
- Manage and resolve issues relevant to facilities function that will result in severe time, scope, productivity, and cost or resource impact
- Maintain, repair and if needed improve all land and building used by RRS on behalf of Reunert
- Ensure facilities are managed to ensure it is kept operational, secure and safe in order to carry on the RRS business.

6. Managerial / Supervisory Responsibilities

- Set overall direction for the HR division
- Provide guidance and leadership ensuring future focus and current efficiency
- Coach and mentor direct reports to ensure staff motivation is high
- Ensure adequate succession planning and that succession plans that are in place are achieved
- Ensure skill transfer for staff development, motivation and business continuity
- Ensure the team is led, motivated and rewarded to achieve high performance areas
- Ensure assigned team is led, motivated and rewarded to achieve key performance indicators
- Ensure the effective management of diversity among personnel in the division
- Identify staff training and development needs and implement necessary actions
- Manage team (including recruitment, on boarding, attrition)
- Set goals and objectives for direct reports, monitor progress, and maintain motivation
- Provide career development for direct reports (counselling, coaching, identifying key performance areas, career planning, and goal setting)
- Set up appropriate structure to meet departmental management objectives

7. BBBEE

- Annual BBB-EE report submission & tracking throughout the year
- Ensure Committee is active & trained
- Ensure Committee meets every quarter
- Manage and coordinate the BBBEE process in an efficient manner and guide the BBBEE stake holders for the target levels to be achieved at operational level
- Meet monthly with Operations to assist in assessing the BBBEE status
- Monitor monthly progress with regards to each operation BBBEE status via the BBBEE tool

8. Employment Equity

- Annual EE report submission & tracking progress throughout the year
- Ensure Committee is active & trained
- Ensure Committee meets every quarter
- Meet monthly with CEO to assist in assessing the EE status
- Monitor monthly progress with regards to each operation EE status
- Serve as EE manager to the committee

Requirements

- Bachelor's degree in Human Resources or relevant field Post graduate degree in Human Resources / equivalent/ relevant professional qualifications
- Overall 11-15 years of relevant experience in Human Resources
- 6 years of relevant experience preferably in a senior position of Human Resources
- Experience in the service management of business operations
- Industry / Certifications:
- Certification in Industry relations, labour law, labour relations

Any other specifications:

- Working knowledge of MS Office (Word, Excel, and Outlook)
- Project Management experience

Competencies and Behaviours:

- Positive attitude with high energy levels
- Self-motivated with strong self-management bias
- Team player with strong initiative
- Good consulting skills and strong interpersonal skills
- Good attention to detail
- Excellent written and verbal communication skills
- Ability to interact with all levels
- Decision-making / Delegation
- Communication skills
- Problem analysis and problem-solving skills
- Proficiency in relevant payroll and accounting software
- Attention to detail and accuracy
- Planning and organising
- People management
- Reporting & presentation
- Negotiation

Should you be interested and meet the requirements, please submit your application to Monique van der Walt at careers@reutech.co.za before 19 February 2021.

Should you not receive any feedback within 2-weeks from the advert closure date, please consider your application as unsuccessful.

The company reserves the right to cancel or amend vacancy as advertised.