

<b>JOB TITLE</b>	:	<b>HUMAN RESOURCES BUSINESS PARTNER (D2)</b>
<b>REPORTS TO</b>	:	<b>SENIOR HUMAN RESOURCES MANAGER</b>
<b>BUSINESS UNIT</b>	:	<b>HUMAN RESOURCES</b>
<b>LOCATION</b>	:	<b>HEAD OFFICE: PRETORIA</b>
<b>POSITION STATUS</b>	:	<b>PERMANENT</b>

## **Purpose of the Job**

This role serves as a strategic partner to the organisation, aligning Human Resources strategies and initiatives with business objectives to drive organisation growth, foster a culture of innovation and excellence and maximize the potential of Postbank's most valued asset – its people.

The HR Business Partner (HRBP) plays a pivotal role in the implementation of Postbank's Human Resources Strategy. The HR Business Partner must ensure that the applicable Divisions are consulted and partnered with on all Human Resources related matters. The HRBP supports Postbank's effectiveness by partnering with business unit leaders and implementing people solutions aligned to the Postbank strategy.

The HRBP is responsible for partnering with the business unit Executives and line management to develop, implement and promote integrated people priorities across the human resources value chain in the allocated division (s) aligned with the Human Resources strategy and principles. The Human Capital Business Partner acts as the strategic advisor on the best human resources practices and processes for Postbank.

## **Job Responsibilities**

### **Support achievement of business objectives through effective HR business partnering**

- Align HR strategy and objectives to business priorities
- Provide high level, professional and strategic HR advice, support, coaching and expertise to business units.
- Act as a point of contact for the employees and managers providing Human Resources services for complete employee life cycle from joining to exit in the assigned business unit.
- Deliver expert leadership and advice to influence and guide business units in the critical planning and management of organisational change and human capital development initiatives.
- Build relationship with line management to enhance HR credibility and develop HR competence.
- Implement HR processes in an integrated way to attract, engage, develop and retain talent.
- Support a culture of positive employment relations by providing employment relations consulting services
- Guide the business units on the implementation of organisational health strategies and the management of organisational health issues.
- Formulate and implement key initiatives to support a comprehensive Human Resources Support Service to organisational functional area.
- Obtain all the documentation and assist the business with transactional issues.

### **Coordinate On-boarding and Terminations management and execution**

- Support the approval of vacancy requests from various sources within Postbank.
- Prepare documents for internal circulation and/or external advertisements, this includes drafting of ad contents, agency briefings etc.
- Request agency quotations from approved supplier list where required.
- Shortlist, prepare interview packs, invite respective candidates and conduct interviews.
- Compile appointment and recommendations reports and forward to central recruitments office for approval.
- Facilitate on-boarding to ensure that the new appointments meet the rest of the staff and are familiar with the settings of the organization.
- Process documents with regards to staff movement to ensure that the finance and ICT business units and other relevant business units are made aware of the changes.
- Process all terminations through ensuring that offboarding is processed with payroll and that all company assets are returned on offboarding.

### Performance Management

- Implement appropriate performance management processes and procedures from Centers of Excellence to ensure quality performance planning and development practices in the allocated divisions.
- Provide guidance and assistance in drafting performance scorecards and performance reviews.
- Conduct performance moderation for the division.
- Support and guide managers in managing employee performance including the management of underperformance.
- Monitor the Implementation of the performance management system.
- Performance reporting and trend analysis for allocated division.
- Conduct bi-annual performance management audits to ensure alignment and compliance to the Performance Management Policy.
- Partner with business to ensure they are familiar with the principles and process of poor performance management, when applicable.
- Analyse performance data to identify trends and areas for improvement and develop strategies to address any identified performance gaps.

### Coordinate Employee Benefits and Leave Management across Business Units and Country Offices

- In collaboration with the Centres of Excellence, conduct benchmarking exercises in order to establish the optimum salary and benefits package within the guidelines of Postbank.
- Explain/clarify relevant structures of packages to staff.
- Manage the leave administration processes and ensure accurate records.
- Follow up with line managers and address areas of concern around leave, e.g. non-compliance to policies and procedures, unusually high leave balances etc.

### HR Policies, Compliance, and Reporting

- Ensure HR policies and procedures are adhered to.
- Conduct and facilitate focus group sessions with business to obtain input on policies.
- Run socialisation and awareness sessions with business with regards to new and revised policies.
- Provide comprehensive and accurate Resources support and information to the organisation, encompassing all aspects of the HR value chain.
- Align HR strategies with business objectives to drive organisational success.

### Qualifications, Experience, Knowledge and understanding of:

- Graduate degree in human resources (NQF7)
- A related Post Graduate degree (NQF8) will be an advantage
- 5-8 years in Human resources or a related field, of which 4 years should be in a similar position.
- Knowledge of SA Labour Legislation
- Standard practices, processes and procedures relating to HR Planning.
- Employment Equity Act, the BCEA, Codes of Remuneration.
- Excellent understanding of employee / union relations
- Change management
- Business understanding (Banking environment)
- Excellent communication and influencing skills
- High degree of personal integrity
- Strong people management skills
- Strong self-management skills
- Cross cultural awareness
- Visionary and forward thinking mind-set
- Hands-on-approach to work

### Skills and Attributes

- Business Acumen, People management, Relationship Management, Leadership skills, Interpersonal skills, Communication skills – written, presentation and verbal skills, Negotiation and influencing skills, Organisational skill,

Employee engagement skills, Facilitation skills, Ability to lead and work in a team, Coordination skills, Computer literacy – Microsoft Office package (MS Word, Excel, Power Point, Outlook), Report writing skills.

- Ethical, People Management, highly attentive to detail, Self-motivated, Team Player, Pro-active, Strong willed, Ability to handle ambiguity, Ability to cope well with disputes, Dynamic approach and strong influencing skills, Ability to manage internal and external stakeholders.

## How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [recruitmentSN@postbank.co.za](mailto:recruitmentSN@postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

## Closing Date

**06 August 2024**

## Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.