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| Role Profile Title: | **Senior Human Resources Officer** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Senior Human Resources Officer** |
| Job Family : | **Human Resources** | LAL Level: |  |
| Position Reports to: | **Human Resources Manager** |
| BU / Project / Dept.: | **Human Resources** |
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| **LEIGHTON ASIA**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for formulating partnership with management / project leaders in assisting the business to copy with their business challenges in a strategic way throughout the HR cycle and for providing leadership direction to the HR BP Team to develop and implement HR initiatives which aligning with the business goals WITH THE OBJECTIVE OF delivering value-added HR services to the business and employees. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * Human Resources Manager - HR
* Head of Talent & Development
* Head of Performance & Rewards
* Head of Corporate Communication
* Project Leaders
* Operations Managers / Function Heads
 | * Consultants
* Recruiting agents / head hunters
* HR Service Providers
* Construction Association such as CIC
* Higher Education Institutes / Universities
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Bachelor degree with major in HR or related field, Master’s degree is an advantage
 | * Total work experience: 5-8 years of experience in HR business partnering in MNC organization
* Total work experience: 2-3 years of experience in construction industry
* Demonstrated skills in developing long-term strategic plans and operational delivery
* Strong business acumen
* Strong analytical skill and leadership skill
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| **BEHAVIOURAL SKILLS** |
|  (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role) |
| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| HR Business Partner | ***Tasks:**** Assist to develop strategy and plan in changing the traditional HR role to Business Partner role and to get project leaders buy-in to extend the HR involvement in the business
* Assist to develop the annually HR initiatives for HR Business Partner team to add value to the business from Resources Planning, Talent Acquisition, Resources Deployment, Staff Morale as well as Talent Management
* Analyzes trends and metrics in providing HR insights and developing solutions and programs to assist projects in coping with business challenges
* Participant in Project Progress Meeting / Resources Meeting once a month and project activities occasionally for engaging with project people
* Proactively manage and resolves employee relations issues so as to improve the employee relations as well as staff retention
* Provide guidance and advice to project supervisors or management in staff performance management
* Take part to review the staff performance with management in the annual exercise and to ensure reward for performance
* Provide guidance to HR BP team to ensure the execution of poor performer management in projects by working with project leaders to identify training needs, improvement plan or replacement with demobilizing staff with high performance
* Handling all cases of staff disciplinary action, summarily dismissal, termination due to poor performance, staff deceased and staff issue investigation
* Work with the Business Partner team to ensure the day-to-day HR activities are complying with the HK labour law and company procedures as well as aligning with the business objectives
* Identify the potential risks / problems from day-to-day business requests and to provide HR advice in order to ensure all the HR actions are fair, justified and contributing to the benefit of the business
* Review the current internal procedures / incentives scheme from time to time as per business needs and work with relevant parties such as C&B team, Insurance team for implementation, example of previous exercises are Chartership Reward Program, TA Program, EC Submission Process etc
* Participate in complicated staff EC case
* Implement CIMIC / CPB HR initiatives and monitor the progress
* Facilitate and monitor the CIMIC staff engagement activities on site and keep track the progress
* Coordinate with other BUs to collect the CIMIC surveys required data for system upload and generate survey result report on quarterly basis
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| * Act as System Champion for:
	+ Exit Interview system for Asia – one of the module in HRIS
	+ On-boarding Survey for 3-month and 12-month staff for Asia – CultureAmp system (from CIMIC)
	+ Exit Survey for Asia – CultureAmp system (from CIMIC)

***Performance Indicators:**** **KPI – Turnover rate**
* **HR Analytics**
* **On-site HR Consultation Day Analysis**
* **Internal Clients feedback on HR BPs Services**
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| Recruitment & Resourcing Lead | ***Tasks:**** Develop and maintain up-to-date the recruitment guidelines and procedures for Asia and to ensure compliance within Asia Recruitment function
* Review talent attraction procedures from time to time and bring in AI or new recruitment tools in order to streamline the process for Asia
* Prepare and analyze the Recruitment & Resourcing Dashboard for HK to monitor the HK recruitment and resourcing function effectiveness and consolidate other BUs’ R&R Dashboard for management review
* Develop the talent attraction strategies and programs for HK business in order to cope with the talent attraction challenges
* Develop and execute the recruitment & resourcing targets for Recruitment function for HK business as well as executing the targets set by CIMIC / CPB if any for Asia
* Understand and align with the business direction to plan the recruitment strategies in re-positioning of the company brand in order to attract the right talent for the business
* Work with corporate communication team for social media promotion of anything related to recruitment activities
* Assist to prepare the annual budget plan
* Review and arrange the team staff cost allocation and get management / projects’ buy-in and accept the staff cost allocation plan
* Plan annual new blood intake for the business across all disciplines and level of graduates as well as proposing scholarship / sponsorship
* Prepare and analyze the Quarterly Resources Planning Report for HK to ensure the effectiveness of the resources planning and healthy organization structure for HK projects
* Assist to consolidate other BUs’ Quarterly Resources Planning Reports for Asia to GM-HR review
* Assist to review and enhance the Resources Planning function from time to time to ensure the process allowing management to look ahead of project resources allocation effectiveness
* Act as a centralize coordinator to facilitate the information transfer of staff mobilization and demobilization within Asia as well as CPB
* Facilitate the staff demobilization meeting with project leaders and Operations Managers
* Organize staff demobilization briefing for down-sizing projects
* Conduct risk assessment for down-sizing project with high risk in high volume of staff turnover / poaching by competitors
* Responsible for the whole employee life cycle from Recruitment to Exit for Project Leaders and HR positions
* Conduct New Blood Recruitment Talk in University Campus, IVE as well as CIC and plan the recruitment activities to work with campuses for young professional talent attraction
* Develop the Graduate Selection Method and Guideline and review on yearly basis to ensure the assessment is up-to-date and effective
* Develop / Refine the internship program and monitor the activities to ensure high return rate
* Monitor the Higher Diploma recruitment program
* Review all recruitment request to ensure it is justify for external hire and the new hire is the right person hiring in the right position in the organization structure
* Review all new hire package to ensure offers are complying with the company salary banding and structure as well as position is justifying as per the job description
* Review the effectiveness of each recruitment channel and explore new recruitment channels to improve the recruitment activities performance
* Manage the HK Staff Referral Program
* Act as a centralize coordinator for recruitment agency partnering
* Negotiate the T&C with recruitment agencies for HK business
* Facilitate and control the consultant hire by TOS
* Act as System Champion for:
	+ Resources Planning system for Asia – extended module in HRIS
	+ CMS system for Asia – PageUp
	+ Staff Experience Survey system for HK & Macau – inhouse developed system
	+ Background Check system for Asia – First Advantage system

***Performance Indicators:**** **Recruitment & Resourcing Dashboard**
* **KPI – Turnover within Probation**
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| Team Management | ***Tasks:**** Promote and encourage learning culture within the team to facilitate self-learning for the team members by sharing of knowledge
* Provide opportunities to the team to develop their capabilities by delegation and coaching

***Performance Indicators:**** **Turnover rate of the HR BP Team**
* **Performance of each HR BP**
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |