



**Job Title : Human Resources Business Partner**

Our Client is in the Financial Services Industry.

**Purpose**

- To plan, advise and implement end-to-end human resource management activities to maximize the strategic initiatives of human resources within allocated departments of the Company.

**Main Responsibilities (not limited to):**

- To contribute to the development and enhancement of HR policies and procedures in support of the HR strategy, and to provide guidance to stakeholders regarding implementation thereof.
- To effectively implement all HR initiatives through on going partnering with business and advise both line management and employees on all HR related processes and procedures.
- To assist line management with the recruitment, selection and vetting of new and existing staff in alignment with recruitment and Employment Equity (EE) policies, and engage with line on workforce plan based on vacancies, exits, retirees and contractors.
- To conduct induction programmes and engage with line management on a departmental on-boarding programme for all new staff.
- To socialize and implement performance development process and ensure continuous improvement.
- To advise and support line management and employees on Employee Relations (ER) matters in line with the company disciplinary and grievance procedure and to resolve conflict and queries quickly and efficiently.
- To assist with the implementation of a Wellness strategy for the Company and manage incapacity cases and refer permanent incapacity and disability cases to the Employee Relations Specialist.
- To compile monthly and quarterly HR reports.
- To facilitate change management initiatives in line with people strategies and conduct climate surveys bi-annually to assist with identifying cultural issues.
- To engage with line management and facilitate employee skills assessments and develop individual employee training plans, facilitate talent management discussions and co-create a talent pipeline through acquisition and succession planning.
- Facilitate succession planning processes
- Facilitate personal development planning processes
- To ensure compliance with applicable legislation, the Company policies, standards and laid down procedures, including control procedures aimed at mitigating risks.
- To perform any reasonable task as assigned by team leader/management.

**The Ideal Candidate is likely to have:**

- Honours in Human Resources or Industrial Psychology
- A Post Graduate Diploma in Business Administration will be an advantage
- 5- 8 years' experience as a generalist within the HR environment
- Experience in employee relations will be an advantage

**Knowledge and Skills:**

- Human resources (HR) business partnering
- Performance and Talent management
- Employee relations (ER)



- Relevant Legislation
- Conflict handling and resolution
- Interpersonal skills

Applications can be sent to [info@hashtaggroup.co.za](mailto:info@hashtaggroup.co.za). Reference 2415.

**We are committed to equality, employment equity and diversity. Preference may be given, but is not limited to candidates from under represented designated groups. No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.**

**Please note that correspondence will be limited to shortlisted applicants only. Should you not hear from us within 10 working days after the closing date, please consider your application unsuccessful. Prospective applicants must be willing to undergo a series of assessments and security clearance processes as prescribed by the Company.**