

ROLE PROFILE

I. GENERAL INFORMATION

Designation	Manager, Total Rewards and Technology		
Department	Group People & Organization		
Job Grade	8		
SBG / SBU / BU	TPC / Group People & Organization		
Country	Singapore		
Profile Completed By	Keane Kee	Role / Work Relationship:	Incumbent
Profile Reviewed By	Derrick Yeo	Role / Work Relationship:	Assistant Director, Total Rewards
Profile Approved By	Sherin Goh	Role / Work Relationship:	Chief, People & Organization

II. POSITION SCOPE & REPORTING LINES

Revenue Responsibility (where applicable)	:	\$ -
NPAT Responsibility (where applicable)	:	\$ -
Budget Responsibility (where applicable)	:	\$ -
Reporting to	:	Assistant Director, Total Rewards
Subordinates	:	-
Working Closely With		
Internal	:	TPC Group, P&O team, Group Corporate functions, SBU/BU leaders
External	:	Rewards Consultant, Recruiters

III. PROFILE SUMMARY

Tsao Pao Chee (TPC) manages a well-diversified portfolio in sectors such as Industrial Solutions (Asset Light Shipping, Logistics, Sustainable Fabrication, Recycling), Investment Management (VC & PE), Real Estate, Well-Being and new Sustainable Businesses (Food Supply Chain, Alternative Energy, Agriculture Technology). With a strong focus on innovation, sustainability, and responsible business practices, TPC Group is at the forefront of driving the Well-Being Era.

Reporting to Assistant Director, Total Rewards, this is a lead role within the Total Rewards team and at the Group level.

The primary mandate for this role is to attract, motivate and retain high-performing or high-potential talents who are aligned with TPC cultures and values. This is done through designing new and refining existing policies across all business entities in accordance with the Group's Total Rewards principles under the guidance of Assistant Director, Total Rewards.

Beyond policy work, this role is responsible for driving the development and implementation of technology and AI solutions to modernise P&O systems and processes, with a focus on future-proofing the Group's people agenda through digital maturity, data-driven insights, and stakeholder collaboration. This role is well-suited to an individual who is energized by:

- Acting as an internal consultant across a diverse portfolio of businesses, designing innovative RRRR-related initiatives tailored to each entity's context
- Participating (and in some cases even lead) P&O transformation projects as the Group evolves into an investment holding company
- Challenging and reshaping existing P&O processes through automation, system redesign, and data-driven decision making
- Sitting at the intersection of P&O, business strategy, and digital innovation

IV. KEY RESPONSIBILITIES

The Manager, Total Rewards and Technology plays a key role in shaping and executing compensation strategies and optimizing HR technology to support the P&O agenda. Key responsibilities include:

- Leading and supporting global, regional, or local Total Rewards (RRRR) initiatives to ensure competitiveness, internal equity, and alignment with business needs.
- Managing the annual compensation cycle, including benchmarking, survey participation, and analysis to inform data-driven reward decisions.
- Driving enhancements to the global HR system to improve functionality, user experience, and data integrity in support of the P&O digitalization journey.

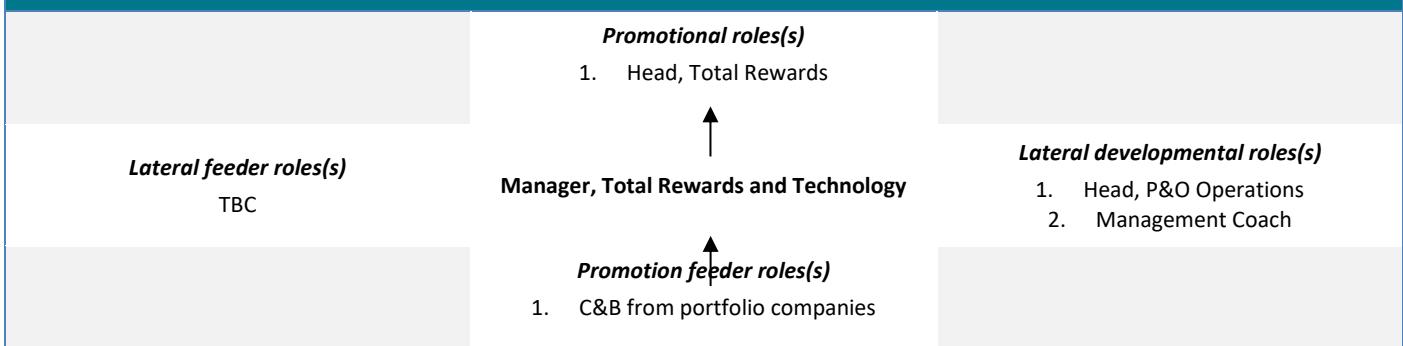
- Championing technology-enabled solutions in P&O (e.g., automation, AI-driven insights) to enable efficient, scalable delivery of P&O services.

Key Responsibilities	Detailed Descriptions of Key Responsibilities <i>(Start with a verb in present tense and avoid describing trivial or incidental tasks)</i>	Performance Standards <i>(KPIs)</i>
Key Responsibility 1 :		
Lead and support the development and implementation of global, regional, and local Total Rewards (RRRR) initiatives (40%)	<ul style="list-style-type: none"> ▪ Co-develop and implement global RRRR framework, policies, guidelines, processes, and practices across the Group, covering: <ul style="list-style-type: none"> ○ Job Grading ○ Job Architecture ○ Salary Structures and Ranges ▪ Partner with Country P&O to design and revise local compensation or benefits policies, ensuring alignment with global RRRR strategies and compliance with local regulations ▪ Independently lead and manage specific Total Rewards projects, collaborating with stakeholders to develop proposals for senior management review / approval. 	<ul style="list-style-type: none"> ▪ Percentage of RRRR policies and initiatives successfully implemented within the planned timeline ▪ Stakeholder satisfaction rate with RRRR initiatives
Key Responsibility 2 :		
Support and execute compensation processes, benchmarking and surveys (30%)	<ul style="list-style-type: none"> ▪ Plan and execute the annual merit increase and variable bonus cycle for the Group, ensuring timelines are followed and processes are effectively cascaded through close collaboration with Country P&O teams ▪ Manage compensation and benefits survey submissions for each country, ensuring timeliness, completeness and data integrity ▪ Propose, review, and recommend salary adjustments and offers for new hires, particularly for senior managers and below, ensuring internal equity and external competitiveness. ▪ Contribute to the annual budgeting processes, ensuring that the rewards allocation aligns with the Group's Total Rewards principles and philosophies ▪ Design tools and communication materials to educate employees and managers on C&B programs ▪ Review and streamline C&B procedures and processes to enhance efficiency and effectiveness across the Group 	<ul style="list-style-type: none"> ▪ Accuracy and timeliness of annual merit increases and variable bonus payout across the Group ▪ Number of benchmarking activities completed, with a focus on ensuring competitive and equitable compensation.
Key Responsibility 3 :		
Manage global HR system enhancements to optimize functionality and improve data integrity in the support of P&O digitalization journey (30%)	<ul style="list-style-type: none"> ▪ Serve as project manager for global HR system enhancements, collaborating with cross-functional team to optimize system functionality, improve user experience and departmental productivity ▪ Translate functional requirements into work breakdown structures and technical specifications through information gathering, workshops, and interviews ▪ Collaborate with local P&O team across all business entities and countries to ensure ongoing data integrity ▪ Manage projects related to P&O transformation and digitalization, driving automation and process improvements to strengthen P&O operational efficiency 	<ul style="list-style-type: none"> ▪ Percentage of HR system enhancements delivered on time and within budget ▪ Improvement in HR system user satisfaction scores post-enhancements ▪ Reduction in data integrity issues (measured by number of data discrepancies)

VI. JOB SPECIFICATION (ROLE'S MINIMUM REQUIREMENTS)

Knowledge / Experience	Minimum Requirements
Job Experience / Skills	<ul style="list-style-type: none"> ▪ Minimum 7 years of progressive HR experience, with a strong focus in Compensation & Benefits (C&B) ▪ Prior experience in C&B ideally in a rewards consulting firm environment preferred ▪ Proven track record in designing, implementing or managing C&B policies, frameworks, and salary structures ▪ Strong understanding of HR best practices, with a strong knowledge of core HR processes.
Languages / Soft Skills	<ul style="list-style-type: none"> ▪ Proficient in English (spoken and written) ▪ Strong analytical thinking and problem-solving skills; open-minded, curious, and willing to explore. ▪ Strong project management capabilities ▪ High intrinsic motivation, good time management and strong commitment to role and responsibilities, independent ▪ Strong influence and stakeholder relationship management, with strong understanding and appreciation of diverse worldviews and businesses ▪ Proficient in Microsoft Office (Excel, PowerPoint, Word), comfortable with data handling and presentation tools
Education / Qualifications / Certifications	<ul style="list-style-type: none"> ▪ Bachelor's degree or higher in Human Resources, Business Administration, Business Analytics or any related field. ▪ Certifications in Rewards from accredited forums is desirable

VII. POTENTIAL NEXT ROLES



VIII. RECORD OF APPROVAL & ACKNOWLEDGEMENT (Including Headcount Requisition)

	<i>Full Name</i>	<i>Role</i>	<i>Date</i>	<i>Signature</i>
Reviewed By	Derrick Yeo	Assistant Director, Total Rewards	_____	_____
Approved By	Sherin Goh	Chief, People & Organization	_____	_____