**Job Profile**

1. **Position Information:**

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| Position Title: | Sr HR Business Partner |
| Reports To: | Head of HR & Admin |
| Number of subordinates: | 2 |
| Level (management, senior, middle, junior): | middle |
| Grade: | 27 |

1. **Primary objective of this job:**

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| Accountable to work in partnership with the line management of the different functions to establish and deliver a comprehensive and added value HR service for the company as well as rolling out/supporting centrally determined HR initiatives and projects. Provide an expert HR advice and guidance to managers and staff on HR matters, supporting managers in dealing with complex casework, performance, attendance and employee relations issues. |

1. **Key Results and Activities:**

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| **Result (a)** | **Activities/Duties** |
| Talent Management and development activities are developed and implemented. | Design and implement programs that aim to attract, measure, develop and manage an organization's talent pool. |
| Evaluate and provide reports regarding the effectiveness of the organization's talent strategies. |
| Facilitate the development of training programs aimed at aligning talent management with organizational goals. |
| Facilitate talent management projects and initiatives in areas such as succession planning, performance management, learning and development, employee engagement, organizational effectiveness, change management and other aspects of HR pertaining to employee development. |
| **Result (b)** | **Activities/Duties** |
| Business leaders are involved in HR decisions, enabled, advised and informed. | Coach and advise business leaders on leadership development, performance management, talent management, organizational alignment, culture, and employee engagement. |
| Ensure effective communication of all HR programs, initiatives and updates. |
| **Results (c)** | **Activities/Duties** |
| Employee Engagement strategies are developed and facilitated. | Engage employees’ voice in various workplace practices. |
| Educate and coach managers on employee engagement strategies and actions. |
| Facilitate employee engagement and welfare efforts and initiatives. |
| **Results (d)** | **Activities/Duties** |
| Employee Relations are well managed | Educate managers and employees about HR policies and procedures. |
| Resolve employees' issues and handling complaints to protect the general interests. |
| Ensure the provision of advice for department managers on how to deal with employees, most of all in extraordinary situations |
| Lead negotiations between the organization and employees |
| Research on labor laws, healthcare regulations, best practices etc. |
| Organize a set up within HR Unit whereby all queries received are documented, tracked and answered to make sure that all type of questions, queries and so on are attended to. |
| **Results (e)** | **Activities/Duties** |
| Workforce planning and resourcing is well managed | Facilitate strategic and annual workforce planning exercises. |
| Manage recruitment from advertising through selection through on-boarding. |

1. **Key Relationships:**

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|  | **Who** | **Reason and Nature of engagement** |
|  | Internal Stakeholders: |  |
| a. | Head of HR & Admin | Report and seek approvals. |
| b. | MD, CEO & Managers | Attend requests and seek approvals. |
| c. | HR Specialists/Officers | Lead and assign tasks. |
| d. | Admin Team Leader | Work with for HR admin and employee welfare related activities |
| e. | HR Center of Expertise | Work with to provide contextual inputs. |
| f. | Payroll | Ensure submission of all related submissions to process right salaries. |
|  | External Stakeholders: |  |
| g. | MOM | Activities related to Employee Relations. |
| h. | Universities and Colleges | Activities related to Talent Management. |

1. **Key Competencies (Categorize them into levels; Awareness, Knowledge, Skills, Mastery):**

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| --- | --- | --- |
| Knowledgeable of Omani Labour Law and regulations | Proficiency in English and Arabic | Skillful in building relationships |
| Trusted Advisor in HR: Skills level in HR in general and talent management in particular | Business Acumen and Awareness level in manufacturing industry | Skillful in change management |

1. **Educational Qualifications:**

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| **Specific Education Requirements:** | Bachelor’s Degree in business administration, HR or related. |
| **Specific certifications or licenses Requirements:** | Nil |

1. **Preferences:**

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| **Preferences are given to candidates with:** | * Passion to lead changes. * Work well under uncertainties. * CIPD or SHRM certifications |

1. **Sign-off**

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| **HR** | **Manager** | **Employee:** |
| Name:  Signature:  Date: | Name:  Signature:  Date: | Name:  Signature:  Date: |