

Job Description

Job Title	Human Resources Executive		
Directorate or Region	East Asia	Department/Country	Human Resources / Singapore
Location of post	Singapore	Pay Band	H (from minimum SGD 2,500 per month)
Reports to	Manager, Human Resources	Duration of job	2 year contract

Purpose of job:

To ensure that the management of human resources in Singapore supports the operations of the directorate and is consistent with BC regional/ global practice.

Context and environment: (e.g. dept description, region description, organogram)

Singapore is one of the 10 wealthiest countries in the world in terms of GDP per capita, which has jumped 53 per cent over the last decade. It is one of the three remaining sovereign city states, and has a highly developed market-based economy and one of the busiest ports in the world due to its strategic trading position. Around 96% of imports enter Singapore duty-free and exports benefit from the same concessions

The UK is the top destination in the EU for Singapore's direct investment (S\$25.1bn), with over three quarters of Singaporean investment into the EU going to the UK. The UK is the second largest foreign direct investor in Singapore (S\$51.7bn). UK services exports to Singapore amounted to \$9.4bn in 2008.

The two countries enjoy a very close relationship. Just over 20,000 Britons live here, and nearly half a million visit each year. Around 100,000 Singaporeans visit Britain every year, to work, study and from tourism.

The Singapore government actively supports programmes of trans-national education (TNE). These are courses leading to a foreign qualification but where students learn wholly or partly at an institution in their home countries. The UK is currently the leading provider of TNE programmes in Singapore. There were over 100 UK courses offered in Singapore by the end of the review period, including pre-university courses, undergraduate, postgraduate and professional qualifications

Accountabilities, responsibilities and main duties:
Recruitment/ Staffing Needs

- Follow-up and liaise with selected candidates on details of job offer (including verification of qualification, police check, reference checks etc), provide standard details on procedures for relocating to Singapore (for overseas recruited staff).
- Prepare salary proposal for teachers for HR Manager's endorsement and Country Director's approval.
- Prepare employment contracts and probation records of country-appointed staff, teachers and direct temp hires.
- Coordinates induction for new hires.
- Tracking of teachers contract renewal and preparing renewal contracts.

Staff Development

- Support Training Administration:
 - Maintain and update staff training database.
 - Apply for relevant training subsidies and submit claims for SDF/ CITREP/ SRP/ VCF.
- Coordinate and track completion of core training programmes
- Track and monitor bids for staff development funding.
- Support line managers in coordinating training/ development activities for their teams.
- Assist HR Manager to ensure Core (mandatory) training (including refresher training) is completed by all staff within agreed timeline.
- Ensure applications and supporting documents are in order and complete, submit and follow-up on training subsidies in a timely manner.

Employee Relations

- Assist in communicating HR-related information to staff by posting updated information/ forms on Intranet, at HR team meetings and staff meetings.
- Assist to monitor follow-up action to annual staff survey.
- Review HR Intranet once a month, seek HR Team's and updated regularly.

Performance Management

- Assist HR Manager to ensure PMPD documentation is recorded and dealt with discreetly.

Equal Opportunities and Diversity

- Support HR Manager to track EO&D issues, implement systems and practices that enable fair employment and diversity within the workplace.
- Assist to gather and prepare evidence for annual Diversity Assessment Framework assessment exercise.

Other Duties

- Participate in the Performance Management and Professional Development (PMPD) process and actively seek suitable opportunities for personal professional development.
- Work with the team Human Resources functions and any other duties as assigned.

Key relationships: (include internal and external)

Internal Business Stakeholders.

Other important features or requirements of the job

May be required to work extra hours during peak periods, e.g. recruitment.

Please specify any passport/visa and/or nationality requirement.	Must have the right to work in Singapore.
Please indicate if any security or legal checks are required for this role.	Police check / pre-employment check

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> Connecting with others (E) Working Together (E) Making it Happen (MD) 	<p><i>Not assessed in recruitment:</i></p> <ul style="list-style-type: none"> Creating Shared Purpose (E) Being Accountable (E) Shaping the future (E) 	Shortlisting and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Good organisational skills Knowledge of local employment law 		Shortlisting and Interview
Experience	<ul style="list-style-type: none"> Hands on HR generalist experience, preferably in areas of recruitment and training & development 	<ul style="list-style-type: none"> Experience in similar capacity 	Shortlisting and Interview
Qualifications	<ul style="list-style-type: none"> Diploma 	<ul style="list-style-type: none"> Diploma in Human Resources or related qualification 	Shortlisting and Interview

Submitted by	Teresa Tang HR Manager, Singapore	Date	6 June 2014
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