

ERIS PROPERTY GROUP



JOB DESCRIPTION HUMAN CAPITAL BUSINESS PARTNER

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REVISION 0

COMPILED BY HR PRACTITIONER

REVIEWED BY

Head: Human Capital

Doc.: HR

HUMAN CAPITAL BUSINESS PARTNER

Position : Human Capital Business Partner

Company : Eris Property Group

Reports : Head: Human Capital

Location : Sandton

PURPOSE OF JOB

To actively coordinate the recruitment and selection process to ensure that the organisation attracts and recruits the best suitable applicants timeously for identified vacancies. Provides generalist human resources functions which includes to advice and provide assistance on staff policies, regulations, and procedures regarding equal opportunity/affirmative action, employment, recruitment and hiring options, performance management and disciplinary procedures and employee benefits through salary surveys.

KPI

KPA

General

- Perform generalist human resources related duties
- Responds to and coordinates resolution of policy-related enquiries emanating from the Human Resources Department, other department constituencies, employees, or job applicants
- Provides assistance, advice and guidance to employees under the provisions of the company policy
- Manage COIDA and related claims from beginning to end on an individual basis
- Analyzes workforce planning and staffing needs within the company and devise successful recruitment programs.
- Writes, edits, and publish job descriptions for current vacant positions within the company
- Supports line managers and department heads by providing assistance regarding processes to have internal vacancies filled and to ensure correct candidates are promoted or newly appointed to the vacant positions
- Works with Line Managers and Department Heads to ensure compliance with the company's diversity goals and objectives
- Ensures that vacancy announcements are posted speedily and regularly through internal and external channels and media
- Work closely with all recruitment agents and negotiate favorable terms with them
- Ensure that all documents re transfer of staff, movement of staff, changes in

	<p>job function, promotions and demotions are completed correctly by relevant managers, copies issued to affected staff members and originals kept up to date in relevant personnel file</p> <ul style="list-style-type: none"> • Assist in the participation in Salary survey with Deloitte and 21st Century Surveys and ensure that salaries are in line with the latest surveys. • Liaise with HR team and line managers as required, regarding programs that will maintain good performance and improve poor performance. • Draft job descriptions • Ensures all job descriptions and profiles throughout the company are up to date and performance scorecards are in line with job descriptions • Research and create new job descriptions and / or profiles as and when necessary • Assist managers with updates on job descriptions and /or profiles • Serves as initial point of advice, problem resolution, and facilitation in the areas of job descriptions, performance reviews and disciplinary action and makes appropriate recommendations to management. • Create and distribute employment offer letters and employment contracts • Generate monthly and quarterly reports on areas of activity as well as ad hoc reports as required • Process salary survey information and make information available to managers and department heads within the provided report • Performs miscellaneous job-related duties as assigned
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QUALIFICATIONS AND EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> • Matric • Degree/Diploma in Human Resources
Experience	<ul style="list-style-type: none"> • Minimum 4 years' experience in HR

IMPORTANT CHARACTERISTICS
<ul style="list-style-type: none"> • Very strong communication skills • Excellent attention to detail and numerate accuracy • Ability to prioritize own workload to meet deadlines. • Innovative thinking and ability to follow process • Dynamic and enthusiastic • Works well under pressure, individually and within a team • The ability to interact professionally with individuals at all levels of staff • Competent time management skills • Professional attitude and capability and personal initiative

- Be deadline driven

SKILLS ESSENTIAL TO THE ROLE – TECHNICAL

- Skill and experience in the creation of job descriptions and profiles
- Ability to screen and recruit candidates
- Ability to process and distribute salary survey information
- Strong Proficiency in relevant computer and software packages
- Ability to plan, implement and record HR projects.
- Ability to manage budget in areas of responsibility – i.e. recruitment cost.
- An understanding of reporting requirements and an ability to formulate reports.
- Knowledge and understanding of applicable labour laws such as EE, BCEA, LRA and SD acts and the ability to interpret and ensure adherence to these laws
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mathematics — Knowledge of mathematical and statistical principles, and their applications within the HR field.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation;

SKILLS ESSENTIAL TO THE ROLE – BUSINESS

- Complete self motivation and self-starting capabilities.
- Exceptional business and people skills.
- Strong team abilities.
- Total reliability.
- Time management.
- The highest level of client and business confidentiality at all times.
- Ability to ensure that the standards, disciplines and procedures of the company are strictly maintained
- Ability to assist with the preparation to a budget.
- Results focused.
- Ability to lead people and a level of business maturity commensurate with that of a professional

- person.
- Willingness to work outside normal business hours

SKILLS ESSENTIAL TO THE ROLE – HUMAN CAPITAL

- Transparent honesty.
- Reliability.
- Positive Attitude and highly motivated
- Lead by example.
- Assertive and effective communication.
- Sensitive to client and staff requirements and problems.
- Ability to create a professional office environment
- Organization and planning skills.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Verbally communicating to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Coordination — Adjusting actions in relation to others' actions.
- Judgment and Decision Making — Considering the relative costs, risks and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

LINE MANAGER

Name and Surname	
Signature	
Date	

EMPLOYEE

I declare that I have read and understood the above job description and acknowledge that my roles and responsibilities are not limited to the aforementioned and may change from time to time.

Name and Surname	
Signature	
Date	