

Job Description Senior Manager (Human Resources) Corporate Services

Responsibilities

In this position you will report to the Head (Corporate Services) and be responsible for assisting Head (Corporate Services) in developing and implementing sound HR strategies and staff development programmes for IAL, and coordinating with WDA on IAL HR operational matters.

Specific responsibilities include:

1. Coordinate with WDA HR in identifying desired staff competencies, plan, develop and implement HR's staff development strategies and plans accordingly.
2. Develop appropriate training policies and oversee training budget.
3. Identify and communicate appropriate training programmes for staff.
4. Manage information resources regarding training (e.g. Learning@gov web site).
5. Assist Head (Corporate Services) in manpower planning for IAL.
6. Assist departments to co-ordinate with WDA HR directly on all hiring matters.
7. Maintain centralised control copies of IAL organisation charts.
8. Coordinate with WDA HR in reviewing employment terms and remuneration for IAL specific schemes of service such as research assistants, adult educators, Visiting Research Fellows, Consortium Members etc.
9. Create strong working relationships with other IAL departments and WDA HR and liaise with them as appropriate.
10. Any other support as required.

Requirements

1. Relevant degree or equivalent qualifications with specific training in HRD or HRM.
2. At least 2 years working experience in HR development would be preferred.
3. Good analytical skills and good written and verbal skills.
4. Ability to work independently.
5. Understanding of and experience in the Continuing Education and Training sector and advantage.