



Shell Recruitment

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## HUMAN RESOURCES BUSINESS PARTNER

Our client's purpose is to enhance the quality of life in urban environments by providing the best mobility solutions across buildings. With their 150 year old history, they have expanded to over 100 countries. We are recruiting for an HR Business Partner to take responsibility of the HR Generalist functions of four regions in Southern Africa, as well as to lead the SETA programme.

The HR Business Partner is responsible for aligning business objectives with employees and management. The position formulates partnerships across the HR function to deliver value-added service to management and employees.

### KEY ROLE AND RESPONSIBILITIES

- Conducts weekly meetings with respective regions
- Consults with line management, providing HR guidance when appropriate
- Analyses trends and metrics to develop solutions, programs and policies
- Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
- Provides day-to-day performance management guidance to line management (e.g., coaching, counselling, career development, disciplinary actions)
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Provides HR policy guidance and interpretation
- Develops contract terms for new hires, promotions and transfers
- Assists international employees with expatriate assignments and related HR matters, when needed
- Provides guidance and input on restructures, workforce planning and succession planning
- Conduct a skills audit to determine training gaps and together with line management, identify training needs to fill gaps
- Participates in evaluation and monitoring of training programs to ensure success
- Follows up to ensure training objectives are met
- Performs other related duties as assigned
- Ensure the entire recruitment process is followed in terms of the Recruitment Policy
- Develop relevant job specifications
- Submit the company's Workplace Skills Plan and Annual Training Report to the relevant SETA
- Coordinate documentation to facilitate the BBBEE audit verification process
- Represent the company at the CCMA / MEIBC when necessary
- Submit EE plan on annually
- Submit monthly HR reports on key HR Metrics
- Implementing HR projects as assigned by the company
- Any other assigned duties

### REQUIREMENTS

- 3-5 years in HR generalist role preferably in similar industry
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Advanced computer skills, including proficiency in MS Office.
- Knowledge of Success Factor usage – advantageous
- HR Degree in Human Resources Management or similar

### KNOWLEDGE and SKILLS

- Strong interpersonal skills and leadership, ability to communicate and manage well at all levels of the organization
- Must have represented a company at the CCMA.
- Must be au fait with legislative requirements
- Ability to work well under pressure without compromising work quality or standards.
- Attention to detail
- Understanding of remuneration principles

To apply email your CV to [jobs@shellrecruitment.co.za](mailto:jobs@shellrecruitment.co.za) using the reference: HRBP