



Job Description

1. Job Particulars:	
Job Title: HR Business Partner – Operations	Department: Human Resources
Direct Reports: None	Travel Required: Limited
Reports to: GM: Human Resources	Job Grade: D1
Contract duration: 5 years	
2. Purpose of Job:	
To deliver high-quality operational support and advice to all employees and managers in support of the HR strategy aligned to SARU business.	
3. Key Responsibilities expected from job	
<ul style="list-style-type: none"> • Provide strong Business Partnering support, advice, and guidance – collaborating with managers to ensure that managers are familiar with HR policies, process and procedures whilst identifying opportunities and mitigating risks; support the GM HR with initiatives to improve the HR Services provided for the organisation, • Support the application of the Talent Management and Retention – to ensure that all recruitment activities are managed effectively, whilst supporting managers with overall resourcing requirement and facilitating the recruitment and retention of high-calibre individuals in line with the organisation’s transformation plans and targets. • Employment Equity - ensure the execution and implementation of employment equity as contemplated in the SARU EE plan; analyse the workforce profile in terms of representation (monthly and quarterly EE stats), monitor recruitment, promotion, learning and development processes in terms of achieving Employment Equity objectives and report to the EE Committee. • Skills Development – assist management to ensure learning and development needs are prioritised and implemented timeously and contribute to efficiency and quality of the departmental operations; prepare reports on the activities of the training interventions and projects; implement BBBEE skills development initiatives and processes to maximise the skills development score; maintain the training information and recordkeeping system. • HR Administration – ensure the effective administration of employee lifecycle processes in a timely manner; ranging from the on-boarding process; issuing contractual documentation; running background checks; facilitating employee inductions, mandatory/other training, probationary period review and exiting terminated employees; work closely with the Payroll Lead to ensure workforce information is kept up to date, and any errors are identified and addressed. • Facilitate effective performance management – provide ongoing support and coaching to line managers and individual staff in the implementation of the SARU performance appraisal system (PMP). 	



- **Compliance and Reporting** – complete and submit relevant SARU plans and reports such as Workplace Skills Plans, Annual Training Report; EE Plan, EE Report to relevant internal and external bodies in line with CATHSSETA and Department of Employment and Labour requirements; monitor and manage Mandatory and Discretionary grants.

4. Experience & Expertise (Typical educational qualifications and experience)

Educational Background

- Bachelor's degree in Human Resource Management, Business, Communications or Social Sciences – Essential
- Registered Skills Development Facilitator - Desirable

Experience (years and nature)

- Demonstrated experience of HR functions such as recruitment, performance management, employee engagement, learning and development, talent management and development – Essential
- Strong generalist and/or HR Business Partner experience at a senior level

5. Critical Competencies

- Labour Legislations (LRA, BCEA, OSHA, COIDA, EEA, SDA)
- Understanding of how SAQA, QCTO and SETA structures work
- Ability to maintain confidentiality
- Ability to foster trust and respect
- People management skills
- Judgement and discernment skills
- Mediation and Negotiation skills
- Attention to detail
- Planning and organising (especially an ability to multitask)
- Problem Solving
- Strong work ethic
- Ability to work in a fast paced matrixed environment
- Innovation