

Head of HR

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Company: Workforce Group

Location: Lagos

Category: other-general

Job Title: Head, Human Resources (Experience from the Telecoms Engineering sector is key) Location: HQ, Lagos Reports To: Managing Director Supervises: Human Resource Department Salary: 1m - 1.2m monthly Job Objective Purpose of Job: The Head, Human Resources is responsible for overseeing all HR functions of the organization and ensuring operational standards, procedures and metrics for smooth operations in the organization are adhered to. KEY ACCOUNTABILITIES/ RESPONSIBILITIES 1. Strategy & Leadership▪ Prepare, Monitor, and manage the HR department budget.▪ Develop and Implement all approved HR strategies.▪ Provide professional advice and guidance on people management practices, toward optimizing workforce performance▪ Work with employees and Management to identify possible employee issues and needs; develop and implement approaches to address them▪ Lead the development and implementation of the Talent Management plan; provide input and support for staffing decisions▪ Develop and implement effective sourcing strategies and plans for both full and part-time roles▪ Track and monitor HR metrics in line with HR strategy; deploy appropriate interventions where required▪ Oversees the implementation of Human Resources processes through Human Resources staff. Identifies opportunities for improvement and resolves any discrepancies▪ Improve employee work relationships, build morale, and increase productivity and retention.▪ Providing guidance and direction to the Human Resource Division.▪ Ensure the company's values and culture are adhered to by all employees. 2. Service Delivery▪ Leading the organization's HR departments, including talent acquisition, learning and development, employee engagement, compensation and benefits, talent management HR information systems

(HRIS), and financial planning of the department▪ Formulate and recommend Human Resources employee engagement/ relations policies and objectives to management.▪ Leading the analysis of employee feedback and data, with the aim of creating a better working environment.▪ Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises▪ Protects the interests of employees and the organization in accordance with company Human Resources policies and governmental laws and regulations

3. Business Partnering▪

Identify the company's training needs and participate in the evaluation and monitoring of the success of training programs.▪ Provide guidance and input on the company restructures, workforce planning, and succession planning.▪ Provide support in the implementation of the performance management system.▪ Provide HR policy guidance and interpretation to employees and Management.

4. HR Advisory & Administration▪

Guide Management and Functional Heads on all Human Resource issues.▪ Advise management concerning the implication of key human resource decisions. Lead and ensure effective and efficient delivery of HR services to staff and management▪ Oversee the maintenance of all staff records to ensure accuracy and confidentiality▪ Maintain and update human resources documents, such as employee handbooks, etc.▪ Manage contracting of HR services; lead negotiations; manage vendor relationships and ensure performance in line with service agreements▪ Develop and implement supporting HR policies and procedures; implement best-fit HR practices across the organization▪ Perform other job-related duties as assigned by the General Manager

KEY PERFORMANCE AREAS:

Financial▪ % achievement of the annual HR budget▪ % staff turnover cost▪ % cost saving on-Recruitment Process▪ Staff level of awareness & compliance with the human resources policies and procedures.▪ Level of compliance with industry practice Customer▪ Internal customers' satisfaction index▪ Compliance with statutory policies (i.e. Pension Fund Act, NHIS, etc)▪ Employee/Management Satisfaction Learning & Growth▪ Organisation-wide succession planning index.▪ Employee level of commitment to personal development Education/ Professional Qualification:▪ HND/BSC in Human Resource Management, Business Administration, or a related discipline▪ A master's degree is an added advantage.▪ Membership in relevant professional bodies. Experience:▪ Must possess over 10 years of cognate work experience

KEY SKILLS & COMPETENCIES REQUIREMENTS:

Functional/ Technical▪ Leadership▪ Oral and written Communication skills▪ Organizational awareness▪ Conflict Resolution/crisis management▪ Employee retention▪ Resource

Management▪Ability to work in a team▪Good organizational skills Behavioural:▪Job Ownership▪Integrity▪Teamwork▪Innovation & Creativity Technical/ Tools▪Computer▪Telephone▪Email▪Application software

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