

SOCIETY OF PETROLEUM ENGINEERS

Job Description

| | |
|--------------------|--|
| Job Title: | Human Resource Manager |
| Location: | Kuala Lumpur, Malaysia |
| Department: | Human Resource, Asia Pacific Office |
| Reports To: | Senior Business Services Manager / Human Resource Director (HRD) |

Summary: To work with the Senior Business Services Manager to develop and implement Human Resources practices that will support APAC managers to create a high performance culture that emphasizes excellence. To manage the organisation's exposure to risk through efficient and effective administration of business contracts related to trademarks, office services and facilities, license to operate as an accredited training service provider of the Human Resource Development Fund, outpatient medical services and insurance policies for all staff.

To ensure the security, safety and upkeep of office facilities, equipment, supplies and work environment for staff and visitors and where appropriate, to introduce improvements

Essential duties and primary responsibilities include the following:

Human Resource

1. Resourcing, Recruitment, Selection & On-boarding - Work with hiring managers on all activities in accordance to establish timeline, budget and processes
2. Performance Review – Conduct the performance appraisal process, collate the review outcome and collaborate with functional managers to establish development and succession plans
3. Learning and Development - Work with managers to build employee capability through identifying and organising appropriate training programmes
4. Compensation and Benefits – Collaborate with HRD/Senior Business Services Manager to develop global and local reward strategy to stay competitive with the market. Coordinate annual salary review and bonus payments processes, administer payroll, and participate in compensation and benefits surveys
5. Employee Relations – Oversee employee relations activities covering CSR programmes, resolve complaints, disputes and grievances. Also to develop, implement and administer of HR policies, systems and procedures including coaching and support Management and employees to interpret these policies
6. Conduct exit interviews, provide feedback and assist in conducting staff culture survey when required
7. Budget and Financial Management - Develop departmental budget, manage and monitor spending. Also to utilise the HRDF contributions on relevant trainings
8. HR Administration - Maintain up to date HRIS employee data, provide local support and compile statistics and reports to support improvement areas
9. HR Team Activities - Deliver local HR projects and work with Global HR Team to develop solutions for SPE's global HR challenges.

Facilities

1. Business Contracts – Review, amend, draft and negotiate contractual agreements as own expertise allows and consult legal expertise when required. Ensure contract is communicated, completed, documented and deposited in company designated repository
2. Human Resource Development Fund (HRDF) – Ensure renewal of license as an HRDF accredited training service provider and the Company's training programmes comply with HRDF requirement. Be the main person communicating with HRDF

3. Office Services and Facilities Management – Support the Senior Business Services Manager to manage all aspects of office and IT services. Also include procurement, maintenance and provision of office supplies, office furniture, office space, meeting rooms, front office operations and janitorial services
4. Health and safe work environment – Review, update, implement and ensure compliance with occupational health and safety practices in the work environment.
5. Other duties - To deputise the Senior Business Services Manager in his absence and accept any other reasonable duties that may be assigned from time to time

Supervisory / Line Manager Responsibilities

Manage and supervise human resource and facilities staff

Performance and Accountability Measures

Candidate must be able to build strong work relationships with line managers, employees and our members, improve key HR metrics and complete assigned projects on time and in budget. He/She must provide cost effective and commercially sound solutions for people related business issues and to ensure a safe working environment for all staff

CANDIDATE / PERSON PROFILE:

Experience

1. Have worked in an MNC with hands-on knowledge of current/global HR systems. Having the experience in collaborating with stakeholders of a members' organization is an advantage
2. Must demonstrate ability to manage and lead and work working with a local and remote manager
3. Able to work and make decisions independently. Have sound knowledge of labour law, employment regulations and local practices. Possess exposure as a para legal practitioner
4. Knowledge of budgeting and basic financial management is desirable.

Qualifications and/or Education

1. Bachelors or Master's degree in a relevant area and/or related field with 3-5 years' experience in areas related to Human Resource Management.
2. Membership / Qualifications in relevant HR Societies / Associations (E.g. SHRM / CIPD)
3. Health and Safety certification; and a willingness to learn new Health and Safety skills
4. Possess/or expected to possess the Train the Trainer Certificate accredited by HRDF

Role specific skills

Possess an ability and experience in using HRIS systems, including workflow design, data entry and reporting and in project management

Key core skills & personal attributes

Language and communication skills - Must be able to write and speak clearly and persuasively, make presentations, draft reports and to generate correspondence for leadership team. Be proficient in English and any relevant local languages, both verbal and written

Technology & computer skills - Proficient in Microsoft Word, Excel, PowerPoint and Outlook. A good working knowledge of Visio and HRIS would be useful

Values and beliefs - Employees who reflect and live our values will find themselves more at ease and better able to thrive within SPE. A close match and empathy with our culture, values and beliefs by possessing the following personal attributes:

1. High level of professionalism and personal integrity.
2. Strong interpersonal skills and ability to build rapport with the Senior Management Team and communicate effectively with all levels of the organisation.
3. Confidence in dealing with Senior Managers and challenging poor business decisions.
4. Mature, highly self-motivated individual who is resourceful in problem solving and decision-making.
5. Personally curious and willingness to learn
6. Well-travelled with an understanding of various cultures, customs and business practices in both the local country and other countries in the region.
7. A strong track record of setting and meeting KPI's and timelines.
8. Experience working in a fast-paced environment.
9. Willingness to travel as and when required.

Work environment

The workstation for this position will be in an office. The noise level in the work environment is usually quiet to moderately quiet.