JOB TITLE: Talent Attraction & Development Officer

DEPARTMENT: Human Resource

REPORTS TO: HR Manager

Purpose and Scope of role

The primary responsibility of the role is to attract the right talent at the right number at the right time and to train, develop and manage their performance while at Solomon Water.

Key Responsibilities

In a technical capacity the role holder will:

1. Proactively and consistently role model and promote the '**Solomon Water Way** '
2. Escalate issues as required to ensure 'no surprises' for the Leadership Team
3. Support the workplace planning process to identify appropriate levels of resources needed to support the delivery of services against agreed outcomes.
4. Support Succession Planning process by providing relevant data
5. Support Talent Attraction, Recruitment and Selection processes
6. Support the implementation of the HR Plan and cross check the budget process
7. Support the annual HR Audit or training needs analysis [TNA] as it relates to new training requirements.
8. Drive SW's L & D Strategy focused on building a skilled and knowledgeable workforce equipped to deliver:
    - ❖   required services
    - ❖   effective succession planning,
    - ❖   Targeted program for young leaders and
    - ❖   a sustainable 'Exit' Strategy
9. Facilitate the development of a coordinated L & D Strategy; L & D policy and short and long term training plans
10. Align training outcomes with personnel records
11. Manage a 'knowledge exchange program' to ensure there is a sharing of the most current information across SW: reports from training courses, presentations
12. Explore funding sources available for training and development
13. Facilitate testing of competencies as required
14. Coordinate Performance Management System for all staff
15. Ensure familiarity and provide advice on SW's compliance with the Labour Act, Employment Act, Trade Disputes Act, Workman's Compensation, NPF Act, PAYE, City Council and provincial rates etc
16. Provide first line response to complaints based on unfair employment practices, unsafe working conditions and general dissatisfaction with working conditions
17. Investigate complaints and recommend course of action to be taken by management
18. Carry out disciplinary measure approved by management
19. Develop management response to staff association organized campaigns, negotiating collective bargaining agreements and rendering interpretations of association contract issues.
20. Strengthen the employer-employee relationship through measuring job satisfaction, employee engagement through surveys and resolving workplace conflict.
21. Support departmental purchasing activities and bid processes; assists in the preparation of the

Department's budget.
22. Any other duty approved by supervising manager from time to time.

Key Skills

1. Collaboration skills, facilitating strong relationships with the internal counterparts, Leadership Team, external stakeholders and staff, in the best interests of Solomon Water
2. Demonstrated recruitment and selection experience
3. Demonstrated human resource competencies especially as they relate to learning and development
4. Demonstrated ability in planning, monitoring and evaluation
5. A proven understanding of working in a policy environment to deliver against expected outcomes
6. Well-developed networking skills
7. Proven experience in team work both as a leader and a team member
8. Strong skills in developing colleagues across both management & technical areas
9. Demonstrated managing performance appraisal system
10. Ability to work in a high pressure environment with proven skills in withstanding political and other pressures.
11. Computer literate
12. Excellent communication and interpersonal skills

Qualification

- Bachelor's Degree in Human Resource Management or related field from a recognised tertiary institution

Desirable
- Driver's licence
- Health and Safety/First Aid Certificate

Experience

- 3 years proven experience in training, recruitment or performance management