

## JOB POSTING TEMPLATE

<b>Date:</b> <u>2022</u> Associate Director, Human Resources Business Partner (HRBP)	<b>Function:</b> <u>Human Resources</u>
<b>Job title:</b> <u>(HRBP)</u>	<b>Manager title:</b> <u>Human Resources Business Partner</u>

### Job purpose

Responsible for working in partnership with the business leaders of the designated functions to support them in the organization planning and development, resource / workforce planning, performance management, employee engagement, talent development & retention; and fostering the OneSunLife Culture. Partner closely with teams in Human Resources (Talent Acquisition, Organization Development and Talent (OD&T), Total Rewards (TR) and Human Resources Services) in the delivery of various talent and culture practices and programmers to meet the business needs and growth objectives.

### Major accountabilities

<p><b><u>Business Advisory and Delivery of Talent and Culture Practices and Programs</u></b></p> <ul style="list-style-type: none"> <li>Play an advisory role and partnering with business leaders in deciding solutions for full spectrum of talent and culture aspects to designated functions in SLV.</li> <li>Work with Director, HRBP, OD&amp;T and TR to tackle talent management issues and provides advice on people strategy and propose solutions/ approaches to any staff related issues. Coaching business leaders on the purposes of various Talent and Culture practices and programs and support leaders in implementing the practices and programs. Provide guidance, advice to business decisions impacting people, in order to maximize company performance, morale and productivity.</li> <li>Work with Director, HRBP, CHRO, OD&amp;T leaders and business leaders to foster the diversity, equity and inclusive agenda to achieve the Talent and Culture outcomes. Facilitate and advise business leaders on change management and transformation for the designated functions.</li> <li>Understand the talent metrics and work in collaboration with business leaders to improve the metrics, hence improve the efficiency and productivity of the respective functions.</li> <li>Work with business leaders to ensure the financial discipline in people management, including personnel headcount and budget management and people risks mitigation actions. Understand the personnel expense report and analysis and work in collaboration with business leaders to evaluate the needs of resources (headcounts, personnel budget). Support Director, HRBP to propose the redistribution of resources initiatives to meet the organizational outcomes.</li> </ul>	30%
<p><b><u>Talent Acquisition and Development</u></b></p> <ul style="list-style-type: none"> <li>Support and facilitate the talent management agenda for leadership positions and succession planning for management roles</li> <li>Enhance staff movement across Sun Life Vietnam and cross countries if appropriate</li> <li>Work with OD&amp;T to cultivate development mindset and support talent on their development path</li> <li>Provide workforce planning / resourcing related information to and collaborate with Talent Acquisition team to develop proactive, diverse and effective resourcing strategies and programmers to attract talent. Directly work with leaders in all people decisions for roles from GCF 6 and above. Work closely with TR on compensation to offer the competitive package to attract talents for Sun Life Vietnam.</li> <li>Coach leaders on interviewing and communicating with candidates and employees on career opportunities to both deliver the headcount plan and enhance the positive employer branding.</li> </ul>	40%

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<ul style="list-style-type: none"> <li>• Support to build a performance-driven culture by deploying an effective performance management mechanism which helps to identify, facilitate development and rewards of top performer whilst properly support the business in managing low performers.</li> <li>• Coaching leaders in talent review exercise, leveraging all data and insights about talents provided from various OD&amp;T assessment and reports, in order to think about how we can develop talents. Support talent in understanding their strength and opportunities and leveraging Manager's support to help them implementing the development plan.</li> </ul>	
<p><b><u>OneSunLife Culture and Employee Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Works with the Director, HRBP, CHRO and business leaders to foster the OneSunLife culture. Facilitate and support initiatives to engage and inspire employees to consistently contribute their best and work with business leaders to drive employee engagement level across the organization</li> <li>• Understand the importance of Employee Experience by working closely with OD&amp;T and TR to create a highly-engaged organization with various staff engagement programs that helps foster the engagement level and the create the working environment that is respectful and free of harassment.</li> <li>• Work with business leaders to act on employee listening survey result to improve the employee engagement. Provide Voice of Employees back to OD&amp;T and TR in order to provide feedback for improving Talent and Culture Practices and Programs.</li> </ul>	20%
<p><b><u>HR Strategic Projects</u></b></p> <ul style="list-style-type: none"> <li>• Participate in HR Strategic Projects as assigned by CHRO or Director, HRBP</li> <li>• Periodically support and propose the review the working process together with HR TR and HR OD&amp;T to improve the efficiency and productivity of Talent and Culture Practices and Programs.</li> </ul>	10%

### Specialized knowledge

<p><b>Technical Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good understanding of the latest development in various Talent and Culture practices and programs in the area of organization design and structure, performance management, talent development and succession planning, employee relationship and engagement, talent acquisition and reward management.</li> <li>• Ability to put such understanding in execution mode and support the business leaders in annual people agenda.</li> <li>• Certification of professional psychometric tools and practiced license holders for certified programs in the area of learning and development.</li> <li>• Understands the regulatory/legal environment for employee relations</li> </ul> <p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>• Strong business acumen and strategic orientation</li> <li>• In-depth level of oral and written communication skills</li> <li>• Basic project management skills</li> <li>• In-depth level of coaching skills</li> <li>• Ability to engage and influence people across levels</li> <li>• Team player, strong collaboration</li> <li>• Ability to manage own time and workload and juggle conflicting priorities (especially, if the HR Business Partner is responsible for more than 1 department)</li> </ul>
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### Problem solving

- Have deep and thorough knowledge of HR generalist and one to a few HR functional area(s) or deep knowledge and experience on business operations. Need to address varied problems when managing the execution process and deal with different stakeholders including VNLT level.
- Ability to be multi-tasking and see the macro picture and interdependencies to identify the possible solutions and diagnostic tools.

### Education and experience

- University degree, preferably in business related discipline or psychology
- Minimum 5 to 7+ years relevant Human Resources experience / business operations with hands on experience in business advisory
- Strong prioritization and organizing skills
- Ability to engage stakeholders at senior level and strong communication and influencing skills
- Being passionate, agile and tenacious

### Communication scope

- Support and influence middle to senior management on people strategies with alignment to local, regional and global business objectives
- Maintain positive and trusting relationship with internal clients
- Regular contact with external vendors / agencies who provides talents solutions and services

### Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

- Work within the budget of centralized HR cost, e.g. staff training, engagement and development

Sales metrics (type and amount):

- NA

Other metrics (specify): HR related service standard / metrics (i.e. engagement index, turnaround time on hiring)

- Employee engagement index
- Staff and contractor turnover rate
- Staff movement rate
- Headcount plan completion
- Talent Development related metrics
- Diversity, Equity and Inclusion related metrics

Travel required (express as % of working time):

- Quarterly (depend on which functions support)