

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date: Sep 2023 **Function:** Human Resources

Job title: Manager, Talent Development **BU/Division:** Talent Development Lead

Job purpose

Please provide a summary of the purpose and objective of the job.

This role is designed to work in partnership with leaders in Sun Life Vietnam (SLV) and senior HR professionals in SLV and Regional Office to implement programs and interventions in specialized areas within Talents – Talent Development. Provide relevant advice to designated functions/ department on the appropriate HR solutions in meeting business needs.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

<p>1. <u>Talent development:</u></p> <ul style="list-style-type: none"> Support Talent Development Lead in implementing programs, interventions for developing talents. Coordinate with CPCO, Head of Talent & Organization Development, Asia, SLV HR Business Partners and leader on key talents development processes such as talent review, high potential identification, and development planning. Ensure data are prepared and organized in a professional manner; Facilitate the discussion with leaders on priority on development needs as point of entry for revamping our development framework / programs and to nominate right program for each talent. Facilitate leadership learning programs for our leaders and / or sourcing external trainers / consultants for providing relevant learning solutions as appropriate. Analyse feedback after the training for improvement. Facilitate performance management program and practices for our employees and / or sourcing external trainers / consultants for providing relevant learning solutions as appropriate. Analyse feedback after the training for improvement. Provide advice, coaching to talents for understanding and leveraging assessment report for their development. Administrate assessment as part of talent acquisition and talent movement processes. Assist in performance management meeting between leaders and HR leaders for calibrating and further action to improve performance as well as accelerate performance of our top talents. Administer Sun Café and other initiatives that create exposure opportunities for top talents with Talent Council members so that they could gain further sponsorship for their career growth. Develop relationship with HRBP and talents to recommend programs to improve internal bench strength. 	70%
<p>2. <u>Program effectiveness, continuous improvement & consultancy:</u></p> <ul style="list-style-type: none"> Monitor the effectiveness of these programs to ensure investments are delivering value to the organisation, using industry/ historical data, trends and benchmarks to facilitate continuous improvement and effectiveness. Periodically reporting the talents metrics and scorecards to CPCO, VNLTs and Head of Talent & Organization Development, Asia. Provide relevant advice to HR BP and HR Talent Management on the appropriate HR solutions in meeting business needs. Develop communications plan to leaders and talents to improve the understanding of the talent framework and programs. 	30%
<p>3. <u>Other HR projects or tasks as assigned.</u></p>	

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

- Having knowledge and understanding of talent programs interventions and implementing best fit approaches, prefer in talent development Strong written and verbal communication skills;
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint);
- Strong data analysis acumen and focus on accuracy and attention to details;

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Strong analytical, problem solving and troubleshooting abilities;
- Problems are generally defined;
- Proven ability to establish personal credibility quickly, demonstrate the organisation's values and build trust with colleagues at all levels

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- Bachelor's degree in Human Resources, Business Management or related field;
- At least 5 years of experience in HR management with exposure to talent development or learning or engagement.
- Good professional knowledge of HR practices;

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Provide HR services across functions for all employees up to levels 6
- Co-work with Regional Talent Development team in implementing, introducing Talent Development programs
- Co-work with other department leaders to propose and coordinate the engagement activities in most effectively and efficiently;

Management scope

Total number of direct reports:

Total number of staff managed (direct and indirect):

Metrics (if applicable)

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

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):