

JOB POSTING TEMPLATE

Date:	2021	Function:	Human Resources
Job title:	Senior Manager or Associate Director, Talent Acquisition	Manager title:	Senior Director, HRBP

Job purpose

Lead Talent Acquisition team and work in partnership with the business leaders to provide client focused HR Talent Acquisition support and solutions to business leaders to deliver headcount plan aligned with talent strategy in conjunction with specialist HR functions. Work with the business leader to get their feedback on talent acquisition practices and services as the key input for improvement.

Major accountabilities

1. Talent Acquisition:

- Work with HRBP and business leader in planning the talent pipeline requirements in line with the department's business strategy and objectives.
- Partner with business leader in hiring and placement of the best-fit talents from the market within agreed service level agreement. Vacancies are varies, from permanent employee roles, to contractor roles, and/or other contingency workers.
- Oversee the process of internal transfer employees to various roles within Sun Life Vietnam to meet the headcount plan and supporting the development of employees.
- Coordinate with Organization Development and Talent (OD&T) team during hiring for key leadership roles have been reserved for potential talents.
- Understand the policies relating to compensation, benefits, wellness, and employee development to propose a competitive package to final candidate, while maintaining the internal equity within Sun Life Vietnam.
- Promote the Employee Referral Program (ERP) to be one of the key channels to recruit employees for roles at GCF 1-6. Provide feedback to Compensation Partner to improve the ERP.
- Discuss with hiring manager in order to continuously improve the hiring process. Propose innovative solutions to improve the hiring process and practices.
- Oversee the implementation and recommend the improvement for back ground check activities to improve the efficiency.

2. Building candidate pipeline:

- Support CHRO/HRBP to identify external candidates for key leadership roles through own network or coordination with leaders. Periodically updates the movement of these candidates to ensure the strength of the external pipeline.
- Maintain a database of candidate for future use. Coordinate with HR Service to understand any regrettable leavers that can be re-hire in future.

3. On boarding:

- Work with hiring manager to ensure that new employees have memorable first impression.
- Coordinate with OD&T in understand the onboarding practices – how the two teams work together to bring the better outcome for new hire and hiring manager. Provide feedback to OD&T for improvement.
- Coordinate with HR Services to complete the work permit and immigration services for foreign candidate, not including the international assignments.
- Coordinate with HR Services on hand over the required recruitment documents to be stored in the personnel files.

4. Leadership:

- Ensure leadership and coaching culture is cascaded through the department.
- Provide clear leadership in driving people agenda by demonstrating understanding of the department operations and needs and business trends that impact the department.
- Develop and promote feedback mechanisms for hiring manager and employees to aid HR functions in continuous improvement of its services and processes.

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- Identify gaps in existing HR policies and contribute to the development of new or revision of existing HR policies and procedures.

5. Relationship:

- Provide advice and coach to line management where appropriate.
- Understand candidate experience and anticipate their needs and concerns.

Specialized knowledge

Technical Skills and Knowledge

- HR generalist skills across range of HR responsibilities
- Understand business process, role and resource requirements, strong diagnostic skills and ability to provide advice on solutions to complex problems.
- Understand company policies, operating guidelines and standard, not limited to HR but also to business areas that have directly impact on the efficiency and effectiveness of area of responsibilities.
- Knowledge of the latest development in various HR practices and the ability to apply this in consulting related assignments
- Understands the regulatory/legal environment for employee relations

Leadership Skills

- Strong business acumen and strategic orientation
- In-depth level of oral and written communication skills
- In-depth level of facilitation skills
- Solid coaching skills
- Strong client service orientation
- Ability to engage and influence people across levels
- Team player, strong collaboration
- Ability to manage own time and workload and juggle conflicting priorities (especially, if being responsible for more than one department)
- Working independently, to establish and implement large-scale policies / programs / practices in a wide spectrum of HR activities, including C&B, Recruitment, T&D, while linking those to the overall HR operational focus and business objectives.

Education and experience

Education

- Minimum: University degree, preferably, with emphasis in a relevant HR discipline
- Desirable: Professional qualification in HR management
- Experience: 5 – 8 years HR experience as a generalist, with at least 1 to 2 years in talent acquisition/ talent management/ talent development

Management scope

Total number of direct reports: 3-5
Total number of staff managed (direct and indirect): 3-5

Metrics (if applicable)

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