

## JOB POSTING TEMPLATE

**Date:** 2020

**Function:** Human Resources

**Job title:** Manager / Senior Manager, Total Rewards

**Manager title:** Director, Total Rewards

### Job purpose

The purpose of this role is to support Head of Total Rewards through the analysis, review, development, implementation and on-going management of rewards and benefits programs that attract, motivate, and retain talent. In addition, this role is designed to deliver a professional HR data analytics.

### Major accountabilities

- Contribute to the design and development of the reward strategy, ensuring that policy and practice is aligned to the business strategy;
- Conduct annual rewards research / data analysis both internal and external to ensure the competitiveness of rewards including: Base salary structure, Annual Incentive Plan, Sales Incentive Plan, other bonus schemes... and employee benefit package;
- Equip the knowledge on rewards for manager and HR team;
- Conduct ad hoc rewards research/data analysis upon HR and business leaders' request to support for their decision-making;
- Ensure the implementation and ongoing maintenance as well as monitor the effectiveness of the current rewards programs or initiatives. In addition, propose new ideas, programs or initiatives to enhance the competitiveness or comprehensiveness of the total rewards to support for talent attraction and retention. In addition, propose actions to response the engagement survey feedback related to rewards;
- Manage and oversee the implementation and ongoing maintenance of the overall organization design process including job evaluation and sizing, grading structures and job families, and benchmarking;
- Take responsible for data feeding, reviewing and submitting the remuneration data for the selected market surveys;
- Ensure the governance of the Compensation and Benefits decision matrix;
- Ensure legal compliance of the design and implementation of reward and benefit programs and practice;
- Participate in the workforce planning and budget estimation;
- Conduct the monthly review on the actual personnel expense vs the approved budget vs headcount plan review and provide the analysis on the actual variance;
- Lead the HR analysis and workforce analysis by using of people-data in analysis processes. Report the HR analysis regularly to HR leaders to support the discussion between HR leaders and business leaders;

### Specialized knowledge

- Good professional knowledge of HR and in-depth understanding of HR practice;
- Experienced in managing multiple projects and priorities simultaneously;
- Strong written and verbal communication skills;
- Strong data analysis acumen and focus on accuracy and attention to details;

### Problem solving

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- Strong analytical, problem solving and troubleshooting abilities;
- Problems are generally defined;

### Education and experience

- Experienced in compensation, benefits, pay structure design;
- Experience of job evaluation methodology and job families desirable.
- At least 5 years of experience in internal or external rewards;
- Bachelor's degree in Human Resources, Business Management or related field;

### Communication scope

- HR leaders;
- HR professional;
- Other related functions;

### Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0

### Metrics (if applicable)

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

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):