



POSITION DESCRIPTION

POSITION TITLE : Group HR Director /K1001

DEPARTMENT : Human Resource

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : CFO

POSITIONS SUPERVISED : 0-8

POSITION PURPOSE

To plan, direct, manage and oversee the activities and operations of the Human Resources Department including recruitment and selection, compensation and benefit, employee and labor relations, personnel records, risk management, insurance, employee/organizational development, diversity, and affirmative action; to coordinate assigned activities with other departments, and outside agencies; and to provide highly responsible to provide highly responsible and complete administrative support to the business.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assume full management responsibility for all services and activities of the Human Resources Department including recruitment and selection, classification and compensation, employee and labor relations, personnel records, risk management, worker's compensation, insurance, employee and organizational development, affirmative action, and diversity .
- Manage the development and implementation of Human Resources Department goals, objectives, policies and priorities for each assigned service area.
- Establish, within business policy, appropriate service and staffing levels; monitor, evaluate, research and analyze the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct, coordinate, through subordinate level managers, the department's work plan; assign projects and programmatic responsibilities; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
- Oversee and participate in the development and administration of the department annual budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.



- Represent the department to other departments, elected officials and outside agencies; represent the Business in labor negotiations; coordinate department activities with those of other departments and outside agencies and organizations.
- Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.
- Respond to and resolve difficult and sensitive employee inquiries and complaints.
- Perform related duties and responsibilities as required.
- Ensure that the business is effectively managed in HR, Legal, Administration and Learning and Development department.

PERSONAL CHARACTERISTICS:

- Conscientious
- Independent
- Extroverted
- Confident
- Has initiative

PERFORMANCE MEASUREMENTS

QUALIFICATIONS\REQUIREMENTS:

- Minimum of 10 years in a Retail organization (a minimum of 2 years in HR)
- University degree in Human Resource or Business Administration or other equivalent.
- Good Knowledge of current employment law
- Proficient with writing reports and business correspondence
- Impeccable English-Spoken and written



COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Customer Focus -4
- Creativity -4
- Integrity and Trust -4
- Negotiating Skills -4
- Strategic Thinking -4
- Problem Solving -4
- Managing relationships -4
- Interpersonal Skills -4
- Valuing Diversity -4

Department Head:

Employee: