

# Job Description

<b>Job Title</b>	Human resource manager/Head of corporate services	<b>Department</b>	Corporate services
<b>Job Type</b>	Permanent	<b>Location</b>	Lagos
<b>Job Objective</b>	<p>Leads human resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce.</p> <p>The human resources manager is responsible for the development of processes and metrics that support the achievement of the organization's business goals</p>		
<b>REPORTING RELATIONSHIPS</b>			
<b>Reports to</b>	Chief executive officer	<b>Supervises</b>	Human resources department staff
<b>JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES</b>			
<b>Internally relates with</b>	All staff, departments, board of directors, committees	<b>Externally relates with</b>	Recruitment agencies,
<b>Job Specifications</b>			
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>BSc degree in business administration, any social science discipline or LL.B</li> <li>MSc in law, human resource management or MBA is an added advantage</li> <li>Completion of National Youth Service Corps (NYSC) program</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum of 10 years experience in human resources or corporate services where at least 4 were spent in managerial capacity</li> <li>Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization</li> <li>Proven ability to drive the sales process from plan to close</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Good communicator, able to read, write, speak and understand English</li> <li>Proven leadership, motivational and mentoring skills</li> <li>Able to negotiate and think laterally</li> <li>Knows and applies solid evidence-based approaches to staff recruitment and retention, in a way that is flexible and appropriate to the level of the job</li> <li>Ability to coordinate and network effectively</li> <li>Knowledge of labour laws, tax laws and other relevant regulations</li> <li>Excellent computer skills, especially in word processing and spreadsheets,</li> <li>Proven attention to detail</li> </ul>		<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>Strong time management skills, ability to work under pressure to deadlines and ability to prioritise tasks.</li> <li>Makes sound decisions and judgments</li> <li>Patient, sensitive, resilient, flexible, and demonstrates humility</li> <li>Shows initiative and is innovative</li> <li>Role-models integrity, transparency and honesty, and must be able to maintain confidentiality</li> <li>Must have a sense of humour</li> <li>Ability to be flexible to changing deadlines and work priorities.</li> </ul>	
<b>Duties &amp; Responsibilities</b>			
<ul style="list-style-type: none"> <li>Oversees the implementation of human resources programs, Identifying opportunities for improvement and resolves problems</li> <li>Oversees and manages the work of reporting human resources staff. Encourages the ongoing development of the Human Resources staff.</li> </ul>			



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- Develops and monitors an annual budget that includes human resources services, employee recognition, sports teams and community events support, company philanthropic giving, and benefits administration
- Selects and supervises Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources
- Conducts a continuing study of all human resources policies, programs, and practices to keep management informed of new development
- Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning
- Establishes HR departmental measurements that support the accomplishment of the company's strategic goals.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company
- Participates in executive, management, and company staff meetings and attends other meetings and seminars
- Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee Intranet, wikis, newsletters, and so forth
- Coordinates all Human Resources training programs, and assigns the authority / responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers
- Assists managers with the selection and contracting of external training programs and consultants
- Assists with the development of and monitors the spending of the corporate training budget. Maintains employee training records
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce
- Interviews management and executive position candidates; serves as part of the interview team for position finalists
- Chairs any employee selection committees or meetings
- Formulates and recommends Human Resources policies and objectives for the company on any topic associated with employee relations and employee rights
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them
- Conducts investigations when employee complaints or concerns are brought forth
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees
- Reviews, guides, and approves management recommendations for employment terminations
- Leads the implementation of company safety and health programs
- Reviews employee appeals through the company complaint procedure
- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment

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- Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.
- Leads the development of benefit orientations and other benefits training for employees and their families
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies
- Protects the interests of employees and the company in accordance with company human resources policies and governmental laws and regulations
- Designs, directs and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use
- Manages a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction
- Participates in a process of organization development to plan, communicate, and integrate the results of strategic planning throughout the organization
- Manages the company-wide committees including the wellness, training, environmental health and safety, activity, and culture and communications committees
- Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level

<b>EMAIL</b>	<a href="mailto:careers@rescuelt.com">careers@rescuelt.com</a>
<b>EMPLOYMENT TYPE</b>	Full Time (Evening and weekend work will be required as job duties demand)
<b>SALARY</b>	Industry standard (based on experience)
<b>LOCATION</b>	Lekki
<b>HOURS</b>	50-60 hours per week
<b>START DATE</b>	Immediate
<b>PROBATION PERIOD</b>	6 months
<b>APPLICATION DEADLINE</b>	
<b>TRAVELLING</b>	Frequent