



## HR BUSINESS PARTNER

### SCOPE OF RESPONSIBILITIES

To serve as a human resource liason to departmental managers and staff by providing strategic and practical solutions as well as serve as an internal employee relations/performance point person to drive the company's people strategy.

**REPORTS TO:** Head of Human resource and support services.

**SUPERVISES:** HR Administrator

### RESPONSIBILITIES

#### **Supporting the Development of Strategic & Tactical Human Resource Management Plans**

To liaise with Heads of Departments in order to understand their strategic and operational plans and support them in clarifying their human resourcing requirements. **Including, but not limited to:**

#### **Subtasks**

- Taking the initiative to meet with Heads of Department in order to understand their strategic- tactical goals and their human resourcing needs.
- Participating in strategic and operational planning; contributing professional expertise in human resource management.
- In collaboration with the head of HR & Admin, developing the HR section of the Company's strategic plan and producing the people resourcing plan.
- Supporting effective strategic organisational change by co-ordinating the staff support and communication aspects.
- Developing and implementing HR policies and procedures ensuring compliance with best practice and the laws of Uganda.
- Developing and implementing annual plans for the HR and Learning & Development function.
- Maintaining in-depth knowledge of legal requirements related to day-day management of employees, reducing legal risks and ensuring regulatory compliance.

#### **People Resourcing**

To ensure that Uganda Clays is provided with appropriate numbers of adequately qualified and competent staff: **Including, but not limited to:**

## Subtasks

- Coordinating a participative recruitment process that results in the accurate selection of competent staff
- Ensuring that a clear vacancy has been identified and that a job description for the position has been developed.
- Ensuring that a 'person specification' for the role has been developed and that mechanisms for assessing the required qualifications and competencies have been identified
  - Reviewing and drafting recruitment advertisements
  - Co-ordinating interview panels
  - Ensuring adequate references are provided
  - Negotiating joining packages with new recruits
- Handling of unsolicited job applications
- Ensuring that new staff are fully aware of the expectations of their role and are provided with the support, training and information that they need to function effectively
- Ensuring that all aspects of recruitment and contracting are fully compliant legally and in accordance with best practice in HR
- Arranging for staff identity cards and renewals
- Managing exiting staff sensitively and ethically, aiming to bring about positive outcomes for them and for their remaining colleagues
- Developing and implementing career development strategies that realise potential and maximise job-person fit.

## Performance Management

To propose systems and procedures that will enhance the performance and motivation of Uganda Clays employees; communicating clearly to managers and supporting them in implementation: **Including, but not limited to:**

### Subtasks

- Giving attention to personal learning in order to keep abreast of developments and best practice in performance management and employee motivation
- Developing and implementing strategies and systems to support managers in the performance management of their staff including
  - Supporting them in the development of job descriptions
  - Ensuring that job descriptions are communicated to staff, signed by them, and placed in the HR files
  - Developing the performance appraisal process, providing managers with up-to-date paperwork and following up with them to ensure that reviews are carried out; ensuring that reviews are placed in the HR files

- Ensuring that staff development plans are developed, in collaboration with the staff concerned and that these are fed into Learning & Development plans
- As requested by the head of HR and Admin, carrying out staff consultation and feedback exercises that are designed to enhance 'employee voice'; taking personal responsibility for listening to staff and responding to their concerns with sensitivity
- Under the leadership of the head of HR & Admin, participating in the development and implementation of rewards management mechanisms that will result in staff motivation and retention of talent (including job evaluation, salary benchmarking and benefits management)

### **Learning & Development**

To develop and implement a company-wide Learning & Development strategy and program that will ensure that Uganda Clays employees are equipped with the skills and knowledge necessary for full performance in their roles: **Including, but not limited to:**

#### **Subtasks**

- Developing and implementing mechanisms for identifying core competencies required by the company and assessing capacity gaps of staff such as, identifying learning and development resources that will bridge identified gaps.
- Liaising with the company's training experts in order to develop and implement training and development programs which will ensure that all staff are provided with the technical skills and knowledge necessary to carry out their roles fully and well
- Drawing up training plans and budgets and liaising with the HR & Admin and Finance Managers for approval
- According to personal expertise, develop and deliver training programs, giving priority to addressing performance shortfalls which have positive impact on the company success
- Liaising with the procurement team to identify and recruit suitable training providers and consultants to roll out the company's-wide training program; gathering participant feedback and supervising consultants in order to ensure satisfactory learning
- Monitoring and evaluating learning and development activities in order to ensure their effectiveness in driving enhanced organisational performance
- Giving particular attention to ensuring that leadership development mechanisms are in place, (including gathering feedback on leadership style, co-ordinating coaching/mentoring to support improvement and providing learning & development opportunities)

### **Managing Staff**

To lead the HR Administrator, in a manner that empowers him/her to deliver excellent customer service and high standards: **Including, but not limited to:**

### **Subtasks**

- Communicating a clear and exciting vision of Uganda Clays and the role of the HR department in supporting the company
- Ensuring that the HR Administrator fully understands the outcomes that are expected of him / her and that he / she is aware of the best practise of HR and Administration; ensuring that they behave in a way which will maintain good relationships with Uganda Clays employees
- Ensuring that work is planned and organised in a way which will meet the needs of Uganda Clays employees in the most cost effective manner possible; ensuring that the HR Administrator is given appropriate workloads and is working efficiently
- Supporting the HR Administrator to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting employees to prevent or resolve problems, providing resources, tools and equipment
- Monitoring and reviewing performance and, in particular, carrying out annual appraisals, holding staff accountable for meeting standards of excellence and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance
- Ensuring that staff are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience

### **Ensure quality and safety at the company**

To work according to Uganda Clay's Quality and Safety procedures at all times: **Including, but not limited to:**

#### **Subtasks**

- Being aware of the quality and safety procedures that apply to own work and ensuring that they are implemented Using the required safety equipment at all times (including helmets, safety shoes, respiratory masks, gloves etc.)
- Taking personal responsibility for ensuring that any equipment being operated and the surrounding work area is clean and tidy at all times
- Responding to corrective actions as requested by Supervisor or the Quality Assurance department Reporting quality and safety problems in a timely fashion

**To carry out other duties as requested by the Head of Human resource and support services.**

## REQUIREMENTS OF THE ROLE

### Educational Qualifications:

- A bachelor's degree in human resources and administration, social sciences.
- Full/part CIPD qualification is desirable

### Job related experience and knowledge:

- 5 years' experience in managing HR at a managerial level.
- Strong business and HR acumen, including strong problem solving skills, critical thinking, and self-initiative
- Demonstrated ability to coach others in the use of HR best practices  
Excellent written, verbal communication, interpersonal skills; high quality document and report preparation
- Excellent presentation skills and knowledge of employment laws.
- Proven ability to successfully work as a team member and to build and maintain a positive work environment across the network

Competency	Level 1 <i>Standard</i>	Level 2 <i>Specialist</i>	Level 3 <i>Team Leader</i>	Level 4 <i>Leadership</i>
Customer Service		✓		
Getting Work Done		✓		
Learning		✓		
Decision Making and Initiative		✓		
Quality & Safety	✓			
Thinking and Problem Analysis			✓	
Self-Management		✓		
Relationship Management			✓	
Communication and Information Handling		✓		
Resource and Business Management			✓	

## SIGNATURES

Name of Job Holder:	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date:

**How to Apply:**

- a. Review complete job descriptions by visiting [www.theleadershipteam.org](http://www.theleadershipteam.org)
- b. Please make applications by clicking on the link: <https://bit.ly/2IEDtJz> and follow the instructions.
- c. Applicants are strongly advised to read the full job description before submitting their application. Deadline for all submissions is 20th December, 2020.
- d. Please note that only successful candidates will be contacted.