

WRC POSITION PROFILE

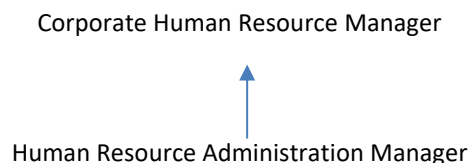
1. POSITION DETAIL

Position Title: Human Resource Administration Manager	Post Holder:
Patterson Job Grading:	Direct Line Manager: Corporate Human Resources Manager
Branch: Corporate Services	Direct Reports: None
Department: Human Resources Management	Effective Date:
Location: Pretoria, Lynnwood	Date of Next Review:

2. POSITION PURPOSE

Responsible to implement HR initiatives and projects; execute the employee life cycle processes; assist with employee relation practices; and responsible for transactional Human Resource.

3. POSITION IN THE ORGANISATION / REPORTING RELATIONSHIP



4. KEY PERFORMANCE AREAS/OUTPUTS/RESPONSIBILITIES

- Implement HR initiatives and projects
- Responsible to execute the employee life cycle processes.
- Assist with the employee relations practices
- Responsible for the transactional Human Resources
- Deliver an HR administration functionality
- Responsible for an effective leave management functionality
- Invest in personal development
- Living the WRC values and supporting values-based culture



5. DIRECT STAKEHOLDERS (list the positions this position deals with directly)					
Internal: All WRC employees					
External: Government departments, consultants, Labour, Unions					
6. POSITION PROFILE					
Qualifications	Minimum: NQF level 6 Human Resource Diploma Preferred: Human Resource Degree will be advantageous				
Experience	Minimum: Up to 3 years' experience in the Human Resource field Preferred: Up to 5 years Human Resource Consultant/Officer experience				
Technical Competencies	Knowledge	• Organisational structures, HR operational policies and procedures			
		• Human resources systems (Payroll, HRIS etc.)			
		• HR administration procedures			
		• Knowledge and experience of HR database systems (VIP will be advantageous)			
		• Knowledge of South African laws and HR compliance and regulations			
		• An understanding of, and insight into, the BCEA, LRA, OHS, EE and POPI Acts			
	Skills	• Project coordination			
		• Written communication			
Competencies	Competency domain	Competency	Definition	X	
	Employees (complete if the position does not lead other positions)				
	Task-related	Initiative	acts on own initiative; moves things forward and accepts responsibility for results		9
		Result & goal orientation	concentrates on reaching results; recognizes potential risks and considers financial effects of own activities		1
		Conceptual & analytical abilities	understands and analyzes complex issues and problems quickly; evaluates things in a sound, realistic and well-balanced way		4
		Systematic approach	approaches tasks systematically; plans with clear priorities and uses resources efficiently		8
		Reliability	is reliable and conscientious; follows rules and agreements; keeps own promises		2
	Interpersonal	Networking	forms a beneficial network of contacts and relationships and effectively uses it for reaching goals		14
		Persuasiveness	communicates in a clear, precise and structured way; comes across as authentic and persuasive; presents effectively		5

		Teamwork	works effectively with others; shares knowledge, experience and information with others; supports others to reach common goals	7
		Service orientation	understands others' needs and responds to their wishes flexibly; develops custom-fit, demand-oriented solutions; is cooperative and courteous	3
		Conflict management	recognizes conflicts early; addresses conflicts openly and solves them in a constructive way; represents own opinion in a clear and open manner, even if negative outcomes could follow	10
	Self-related	Professional expertise	shows expert knowledge in own professional area; keeps always up to date; continuously develops own professional skills	6
		Flexibility	supports innovation and change; develops creative ideas and solutions; questions traditional approaches	12
		Stability	cope well with high stress levels; shows a stable performance on high level even under stress; can cope with failures	11
		Success orientation	is ambitious; strives towards challenging goals; can motivate self; looks into the future optimistically	13
		Readiness to learn	knows own strengths and limitations; catches up on opportunities to learn and develops own career	15

POSITION PROFILE	
OUTPUTS (KPA's, Responsibilities) <small>(What should this position Deliver?)</small>	ACTIVITIES/PROCESS/STEPS
IMPLEMENT HR INITIATIVES AND PROJECTS	<ol style="list-style-type: none"> 1. Provide input and information into the development of initiatives and projects. 2. Collaborate with the HR Manager to identify key focus areas for the HR department. 3. Execute the initiatives and projects as agreed. 4. Develop and maintain administrative systems and procedures to provide administrative support for HR projects.
RESPONSIBLE TO EXECUTE THE EMPLOYEE LIFE CYCLE PROCESSES	<ol style="list-style-type: none"> 1. Provide workforce data for budgeting and cost modelling requests 2. Recruit and select new employees by following the processes. 3. Arrange psychometric assessments and feedback of candidates. 4. Onboard new employees by following the process. 5. Responsible for the separation and exit of employees by following the exit process. 6. Provide input in to the analysis of skill gaps in the provision of organisation wide initiatives and programmes. 7. Ensure that all the on-boarding documentation is fully completed by the new employees and filed both in the employee files and electronically. 8. Ensure that all the job functions are created on the HR system. 9. Ensure that all new employees are loaded on the HR Systems and terminated ones are terminated on the system.
ASSIST WITH EMPLOYEE RELATIONS PRACTICES	<ol style="list-style-type: none"> 1. Assist in drafting HR policies and procedures and ensuring that they are implemented and communicated to the business 2. Support Direct Manager in the management of disciplinary cases by following the disciplinary policies and procedures.
RESPONSIBLE FOR THE TRANSACTIONAL HUMAN RESOURCES	<ol style="list-style-type: none"> 1. Draft and update position profiles when required. 2. Consult and provide advice to employees regarding any transactional queries/issues. 3. Compile and report on the skills development plan which includes the workplace skills plan and annual training report. 4. Assist in drafting, consulting with business and submit the employment equity plan and report. 5. Provide effective professional advice and guidance to managers and employees regarding the correct implementation of labour laws and other legislative requirements, HR policies, practices and procedures 6. Establish functional standards for accurate HR record-keeping and administration, developing and implementing an end-user friendly administrative process and system enabling proper data management. 7. Leverage technology to allow easy access to relevant data, consolidate and rapidly extract HR information in real time to deliver effective presentation of HR information to Direct Manager.
DELIVER AN HR ADMINISTRATION FUNCTIONALITY	<ol style="list-style-type: none"> 1. Responsible for the administration and upkeep of the HR IT system, provide information to Managers as requested. 2. File all necessary information and documentation manually and electronically on a monthly basis. 3. Ensure that all employees complete the Performance Management and the Personal Development Plans (PDP's) documentation/forms and are filed both manually and electronically. 4. Ensure that monthly payslips are printed and filed in the pay slip files. 5. Ensure the effective administration of HR Data and Records, this includes scanning in of all hardcopy information into electronic format, auditing of all files for the stipulated information as required in terms of BECA, and uploading of employee data into Sage 300 system

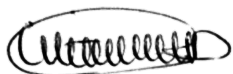
	<ol style="list-style-type: none"> 6. Keep an up to date register of all training completed successfully, workshops and/or conferences attended. 7. Development of HR Reports -WSP/ATR, EE Reports, APP and any other relevant HR Reports
RESPONSIBLE FOR AN EFFECTIVE LEAVE MANAGEMENT FUNCTIONALITY	<ol style="list-style-type: none"> 1. Ensure compliance to the Leave policy. 2. Ensure that the leave forms are printed and filed in the leave files. 3. Complete period leave audit and identify employees with excessive leave and employees who did not take compulsory leave and ensure they comply. 4. Compile leave reports and identify attendance trends and advice on the appropriate action. 5. Ensure that the appropriate leave is captured on the HR System, with the relevant supporting documents. 6. Ensure leave entitlements are allocated as per the leave policy.
INVEST IN PERSONAL DEVELOPMENT	<ol style="list-style-type: none"> 1. Attend agreed relevant training sessions, workshop and/or conferences scheduled. 2. Investigate new technologies and processes that could be adopted by the WRC.
LIVING THE WRC VALUES AND SUPPORTING VALUES-BASED CULTURE	<ol style="list-style-type: none"> 1. Display behaviours that support the culture that is consistent with the vision, mission and values of the WRC: <ol style="list-style-type: none"> a. Be open to learning and sharing with others. b. Be innovative and creative. c. Be true and fair in everything you do. d. Do what we say we will. e. Be honest and treat others with respect f. Act professional. g. Deliver the highest products and services to all stakeholders. h. Empower others. i. Willingly take ownership for our roles. j. Provide good governance k. Throughout the WRC we embrace and promote diversity, together with the many talents and skills our employees bring from different backgrounds and perspectives. l. We work towards defining and living a workplace culture in which everyone feels included. m. We challenge and confront inappropriate behavior. n. Display an interest in and contribution to the development and wellbeing of the WRC beyond our own Branch.
TEAMS OUTPUTS DEFINED	<ol style="list-style-type: none"> 1. Define the outputs and your role.

8. Agreement:

- The position profile is a true reflection of the current requirements of the position but may be subject to and may include aspects not covered in this position profile.
- The WRC reserves the right to amend the position profile in consultation with the employee.
- The Line Manager had discussed the position profile with the employee and the latter understands the content of the position profile.

I _____ agree with the above position profile and also agree to perform any other reasonable task(s) delegated to me by my Manager/Supervisor, which are not included in the position profile.

Signature Incumbent



Date

14/09/2022

Signature – Supervisor/Manager/Executive Manager

Date