



Allterrain Services Group

Camp Management & Hospitality

JOB PROFILE

DATE:	3RD AUGUST 2012
DEPARTMENT:	HUMAN RESOURCES
JOB TITLE:	HUMAN RESOURCES MANAGER- STRATEGY & PLANNING
REPORTING:	GROUP HUMAN RESOURCES MANAGER

PURPOSE: Your Primary duty is to oversee HR strategic planning across the Group. Duties include but are not limited to manpower planning, training evaluations, follow up on apprenticeship programs, succession planning and enforcement, new project staff planning, follow up on budgets for manning numbers for each project across the Group and reconciliations of the same numbers across the group.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

Minimum of a Degree or Certificate in Human Resources, Business Administration or any equivalent combination of education and experience sufficient to perform job duties may be considered

- Creative, self motivated, proactive and confident
- Innovative
- Experience working with a diverse team and strong willingness to build capacity of local staff
- Knowledge of computer skills, using office software such as Excel, Word and Power Point
- Strong verbal and written communication skills
- Excellent interpersonal skills
- Trustworthy and able to manage highly sensitive and confidential personal information

YOUR RESPONSIBILITIES

The Human Resources Manager- Strategy & Planning will be responsible and accountable for all HR Strategy & planning across the Group; this includes but is not limited to the following areas:

- Develop and implement a 5-year HR strategic master plan to ensure that qualified and competent personnel support ATS growth. This will involve both existing staff development and sourcing of high caliber staff to take ATS into the future.
- Recruitment of Staff – Planning, sourcing and hiring of high caliber staff to perform various functions within ATS operations. Recruitment will be done in line with pre-determined budgets and company recruitment procedures. The CEO through the Group OST Manager or Group HR Manager must approve all recruitment.
- Training – in liaison with the training manager, develop targeted training programs to ensure that staff development plans are met.
- Maintain and share with the ATS HR team details on developing Human Resource trends and practices to ensure that ATS Human resources systems remain up to date and relevant to the core business of ATS.
- Apprenticeship programs – further develop and encourage staff to undergo the apprenticeship program in ATS. Link future promotions to successful completion of apprenticeship programs for Junior and senior staff grades. Develop the program to include certificates for recognition.



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- Perform HR audits from time to time on SM staffing numbers versus budgets and make sure that staffing levels are backed by Employee Request Forms
- You will make manpower planning forecasts for new project staffing levels and follow up on budgets versus actual staff numbers of Staff for each project across the Group
- Ensure a nationalization plan is pursued over the life span of a project to ensure National staffs take up senior positions in a planned and structured manner after adequate training to minimize chances of failure.
- Implement and enforce the succession planning plans.
- Follow up on the employee of the month program and ensure it is working in all projects.
- Research and plan on market indicators like inflation, consumer price index etc. for all ATS countries of operation and perform salary surveys with an aim to feeding this information back to the HR team to be used for union negotiations.
- Public Relations – you will maintain good public relations with the client Managers, client’s employees, client’s superiors, client’s visitors and investors and the families and people living within the projects. ATS maintains a good relationship with its employees and this also needs to be taken into account. All other ATS GROUP employees provide support in all these functions.
- This position will from time to time involve some local & international travel. The Manager may be called upon at short notice to perform various operational & administrative functions within ATS Group countries of operation.
- You will perform other reasonable tasks that may be requested by your superior from time to time.

ACCOUNTABILITIES What you are accountable for achieving	KEY MEASURES How will you be measured
Policy enforcement	<ul style="list-style-type: none">▪ Develop and implement a 5-year strategic HR master plan.▪ Apprenticeship programs to work.▪ Have an active directory for new employees to ensure that ATS is adequately resourced with the right caliber of staff.▪ Show targeted training plans and programs are delivered to create maximum value for both ATS and the employee.▪ Audit actual staff numbers and costs against budgets periodically and address any non-conformances immediately.▪ Ensure a nationalization plan is pursued over the life span of a project to ensure National staffs take up senior positions in a planned and structured manner after adequate training to minimize chances of failure.▪ Create a framework for succession planning and enforce it.▪ Provide the HR team with information on salary surveys and economic indicators for planning purpose.▪ Ensure ATS has the highest caliber of staff all levels



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OTHER DUTIES

- Training of staff – Each ATS Manager will ensure continuous training is carried out on all staff that reports to you. This is in line with the overall objectives of ATS Group. All training must be documented.
- Each ATS Manager will ensure with the help of the accounts officers that all ATS accounts are produced on schedule and send to the approved recipients.
- Each ATS Manager will ensure that all ATS health and safety policies and procedures are adhered to within your area of operations.
- Each ATS Manager assist the Business Development Manager in getting new business & maintaining existing contracts
- Each ATS Manager will ensure that all ATS Human Resources policies and procedures are adhered to within your area of operation
- Public Relations – each ATS Manager is responsible for ATS public relations with the clients, client's employees, visitors, suppliers, subcontractors and investors. ATS is desirous to maintain a good relationship with its employees and this also needs to be taken into account. ATS GROUP employees provide support in all these functions.
- IT Management – ATS has invested in IT for all its projects and we have various IT Group employees to maintain the equipment. Each ATS Manager must oversee the IT in his department and ensure it follows ATS IT policies and procedures at all times.
- Ensure strict adherence to the "ATS Creed".

You will perform other reasonable tasks that may be requested by your superior from time to time

Additional Comments				
Signatures	Department Manager:		Date:	
	Immediate Supervisor:		Date:	
	Jobholder:		Date:	