



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/02:HRCS
Job Title	Senior HR Business Partner - Talent
Department/Unit	Human Resource & Corporate Services

Roles & Responsibilities, not limited to:

- To ensure delivery of short, medium and long term of talent management agenda.
- To support the development, implementation and monitoring of the long term HR Strategy Plan and KPIs.
- Facilitates Talent Review discussion with Line Managers which includes preparation on current performance, potential and Individual Development Plan.
- Collaborate with Chief Administrative Officer to develop strategic resourcing plans and targets.
- Identify succession pool of candidates for leadership positions.
- Support Chief Administrative Officer to effectively funnel business discussions on Talent opportunities across the organisation.
- To identify, coordinate, monitor and update staff master data staff to reflect accuracy and data integrity.
- Support in managing process and timeline for identification of talent (IAP) across the organisation, analyses the talent pool pipeline and to support the talent strategies.
- Responsible for the maintenance of talent data (joiners, leavers, transfers, etc).
- Identify and flag issues affecting talent and succession planning to ensure the retention of key talents.
- Advise the management and staff on leadership development opportunities and job role assignments.
- Coach staffs of career development and career movement opportunity.
- Monitor the graduate development and provide coaching to help accelerate the development and progression into established and senior positions.
- To drive 'Our People Our Asset' agenda.

Minimum Qualification Required;

- Bachelor Degree in Human Resources, Business Administration or Marketing.
- Excellent communication and inter-personal skills, including the ability to interface with other departments and stakeholder representatives.
- Ability to listen to management stakeholders needs and translate into specific actions.
- A resilient, flexible approach and ability to coach.
- Preferred – CIPD.

HR Competence, not limited to;

Skills in;

- Business Partnering and HR Strategy
- HR Information and Systems
- Change Management

Dimensions;

Subordinate 3 direct reports, 6 indirect reports.