



**Position:** HR Manager, Al Khobar– Saudi Arabia

**Company:** FEC International (FEC)

#### Purpose

The function of this HR Manager role is to shape the performance and development systems for all employees, designing and supporting the company talent frameworks including performance management, succession planning and workforce/human resource planning whilst guiding and managing Human Resources services for the Company

The position will lead all HR's practices and objectives that will provide an employee-oriented high performance culture emphasizing quality, productivity, goal attainment and empowerment and is responsible for the development of processes and reporting metrics that support the achievement of the Company's business goals as well as acting as talent expert across the Company.

Reporting directly to the General manager, the role requires a versatile, diverse and experienced HR generalist who has a proven successful record of leading and delivering all aspects of HR and Training and Development programs with dedication and passion, whilst keeping abreast with changes in employment legislation

#### Responsibilities

##### **HR Duties**

- Develop and implement the HR strategies aligned to the business objectives.
- Be responsible for all HR management and development (including recruitment and selection policy/practices, discipline, grievance, mentoring, salary and conditions, contracts, training and development, talent management, succession planning, driving performance appraisals and any other HR related issues).
- Monitor, measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales
- Provide insight and recommendations on HR initiatives that can be leveraged to strengthen business results e.g. leadership/development programmes.
- Working with senior managers to uncover the talent implications e.g. any significant gaps to meet long-term objectives and create a long-term workforce plan that prioritizes people-related initiatives.
- Liaise with Managers to understand their HR requirements and ensure they are fully informed of the Company HR strategy.
- Keep up to date with HR legislation by researching and attending necessary events, before providing suitable interpretation to Managers
- Update the company HR Software with timely, relevant forms, policies and procedures to ensure accessibility for employees at all times.
- To facilitate as a mediator when required to try and resolve employee grievances.
- To deliver and report on the annual employee engagement survey to ensure feedback from employees is collated and interpreted correctly to help improve employee engagement.

##### **Recruitment Duties**

- Manage all recruitment needs for the company, including implementing and continually developing a robust recruitment process.
- Overseeing the day to day management of the recruitment process, including reviewing job descriptions, website advertising, updating of the company resource plan, sifting and selection of CV's, attending interviews and selecting candidates
- Creating and continually improving offer letters and contracts of employment, whilst managing the timely distribution of such documents.
- Managing the collation of references and government related clearances as relevant to each role.



- Ensuring all relevant ID, certificates and employee documents are received on or before 1st day of employment.

### **Training Duties**

- Establish and maintain appropriate systems for identifying, planning, delivering and measuring learning and development
- Manage a CPD training plan that details required training that is delivered within the agreed/specific timescales and ensure outcomes are appropriately measured and reported on.
- Manage and develop direct reports.
- Liaise with the finance department to ensure control of training and development expenditure within agreed budgets.
- Liaise with other managers to understand all necessary aspects of their learning and development needs, and to ensure they are fully informed of corporate learning and development objectives.
- Develop training and communications materials to support learning and development needs.
- Ensure training activities meet and integrate with company strategies and policies.
- Manage the organization and delivery of company induction sessions, including writing and delivering the presentations.

### **General Management Duties**

- To be a pro-active member of the team.
- To highlight and help resolve any issues/challenges/employee relations within the office.
- To assist and advise Company managers/directors on HR policy, practice, procedure and issues.
- To represent the company in a positive, professional manner at all times.
- To be prepared to support fellow managers in any meetings required.
- Design, support and continually improve the organization's talent frameworks, tools and resources for talent planning, performance management and employee development

### **Required Knowledge, Skills and Abilities**

- A proven track record of leading the delivery of HR functions to a high standard.
- Proven track record in HR management
- Up to date knowledge of employment law.
- The ability to originate and lead organizational strategies in HR.
- Experience in developing HR policies and procedures to ensure legal compliance.
- Ability to write (as necessary), plan and direct the development and maintenance of training programmes for all levels of staff.
- Knowledge and experience of introducing new ideas to improve employee engagement.
- Ability to write and deliver creative, imaginative presentations to colleagues at all levels.
- Experience in writing and delivering training programmes appropriate to the needs of employees and the business
- Excellent IT skills: competency in PowerPoint, Microsoft Word and Excel.