

## Job Specification

Job Title	HR Manager: Specialising in Employee Relations	
Category	Permanent Position	
Division	Corporate Services	
Reporting To	Senior Manager: Human Resources	
Job Level	Paterson Grade D2	
Job Purpose Statement	<p>Provide direction, draft policy and offer expert advice in all matters relating to collective bargaining and organisational-wide employee relations issues. Effectively manage workplace discipline, policies, procedures and daily workplace challenges within DTPC. Manage the relationship and regular engagements with the recognised union/s and lead negotiations with the union/s on behalf of DTPC. In addition, to deliver on all areas of HR management, where required.</p>	
Key Performance Areas	<b>HR Strategy Implementation and Partnering</b>	<ul style="list-style-type: none"> <li>● Contribute to the development and continuous improvement of organisational standards, policies and procedures within span of control and monitor implementation to ensure full compliance</li> <li>● Design and development of IR and ER policy, processes and tools to deliver required changes at all levels of the organisation</li> <li>● Build, support and maintain healthy, diverse internal and external relationships to ensure achievement of organisational goals</li> <li>● Engage leaders and managers and form strong relationships in order to build trust, confidence and credibility</li> <li>● Support HR professionals and line managers with all IR and ER related matters and negotiations with trade union/s on a wide range of organisational matters</li> <li>● Foster strong links with external networks and share best practice in the field of IR and ER</li> <li>● Support the Senior Manager: HR with HR projects and initiatives in order to implement the organisation's HR strategy</li> </ul>
	<b>Discipline and Dispute Management and Resolution</b>	<ul style="list-style-type: none"> <li>● Advise management on matters related to the administration of contracts, employee discipline or grievance procedures and all other IR matters</li> <li>● Schedule or co-ordinate the details of grievance hearings, disciplinary hearings or any other relevant meetings</li> <li>● Assist and support line managers or employer representatives with investigations, drafting of</li> </ul>

	<p>charges and the preparation of evidence for disciplinary hearings, including preparing witnesses to testify</p> <ul style="list-style-type: none"> <li>◆ Attending hearings and relevant meetings as the HR representative to ensure consistency and adherence to policy and procedures and legislation</li> <li>◆ Review and obtain approval for employee disciplinary actions, such as warnings, suspensions, terminations, etc.</li> <li>◆ Mediate discussions between employer and employee in an attempt to reconcile differences, where required</li> <li>◆ Present the position of the organisation during conciliation, arbitration or any other labour dispute or negotiation</li> <li>◆ Facilitate end-to-end disciplinary processes in liaison with line management and represent the employer at CCMA on assigned cases</li> <li>◆ Overseeing dispute resolution involving employees, management, unions, government agencies, other firms, etc.</li> <li>◆ Research case law or outcomes of previous case hearings</li> <li>◆ Select mediators or arbitrators for labour disputes or negotiations</li> </ul>
<p><b>Trade Union Engagement and Relationship Management</b></p>	<ul style="list-style-type: none"> <li>◆ Own and develop the relationships with senior officials in recognised trade union</li> <li>◆ Negotiating collective bargaining agreements with the trade union</li> <li>◆ Reviewing and revising collective agreements with the trade union</li> <li>◆ Advising management on issues regarding union-management relations</li> <li>◆ Advising the HR staff and line managers to ensure compliance with the union agreements</li> <li>◆ Coordinate and lead monthly union meetings with HR and management and follow up on items raised</li> <li>◆ Investigate and evaluate union complaints or arguments to determine viability</li> <li>◆ Propose resolutions for collective bargaining or other labour or contract negotiations.</li> <li>◆ Work with HR and management to develop pay and other negotiating mandates for use across the bargaining unit</li> <li>◆ Assess risk levels associated with collective bargaining strategies</li> <li>◆ Recommend collective bargaining strategies, goals, or objectives</li> <li>◆ Assess the impact of union proposals on the organisation's operations and reputation</li> <li>◆ Identify alternatives to proposals of unions, employees, or company</li> </ul>

	<ul style="list-style-type: none"> <li>● Draft contract proposals or counter-proposals for collective bargaining or other labor negotiations.</li> <li>● Draft rules or regulations to govern collective bargaining activities in collaboration with company or employee representatives</li> <li>● Interpret contractual agreements for employers and employees engaged in collective bargaining or other labor relations processes</li> <li>● Manage negotiations and disputes effectively in order to avoid industrial action</li> </ul>
<p><b>Employee Relations</b></p>	<ul style="list-style-type: none"> <li>● Provide responsive and high quality support, training and advice to ensure the appropriate management of all employee relations issues, including change management, poor performance, recruitment and selection, employment equity, disciplinary action, etc.</li> <li>● Lead in the continued improvement of the health of the organization by monitoring performance indicators, such as absenteeism levels, grievances levels, disciplinary processes, employee well-being matters, development of initiatives and solutions</li> <li>● Review employer practices or employee data to ensure compliance with contracts on matters such as wages, hours, or conditions of employment</li> <li>● Develop methods to monitor employee satisfaction with policies or working conditions, including grievance or complaint procedures</li> <li>● Train managers or supervisors on topics related to labor relations, such as working conditions, safety, or equal opportunity practices</li> <li>● Facilitate and participate on the employee relations aspects of proposed changes in the organisation</li> <li>● Support the HR team with all employee relations matters</li> <li>● Remain up to date with legislation and the industry in general</li> </ul>
<p><b>ER Reporting</b></p>	<ul style="list-style-type: none"> <li>● Maintain records and statistics relating to all ER matters</li> <li>● Monitor company or workforce adherence to policy, procedures and legislation</li> <li>● Collate, prepare and submit reports related to labour relations matters on a monthly basis</li> <li>● Prepare reports or presentations to communicate employee satisfaction or related data to HR and management</li> <li>● Analyse MI to provide insights which help shape strategy and interventions</li> </ul>
<p><b>Governance, Compliance and Risk Management</b></p>	<ul style="list-style-type: none"> <li>● Adhere to and ensure adherence to statutory compliance, organisational standards, policies and procedures</li> <li>● Report non-compliance and implement corrective actions to ensure compliance</li> <li>● Identifies HR risks in the divisions and develops appropriate risk prevention measures, where necessary</li> </ul>

<b>Qualifications, Knowledge, Skills and Competencies Required</b>	<p><b>HR Management</b></p> <ul style="list-style-type: none"> <li>● Deliver on all areas of HR management such as performance management, recruitment and selection, change management, talent management, employment equity, learning and development</li> <li>● Bachelors Degree in Human Resources or related field</li> <li>● 5 to 8 years experience as an HR generalist, of which 2 to 3 years must have been specialising in ER at middle management level</li> <li>● Extensive knowledge of prescripts governing employer-employee relationships and must have had direct responsibility over the employee relations function</li> <li>● In depth knowledge of all labour legislation</li> <li>● Experience in representing cases at the CCMA and other external tribunals</li> <li>● Experience in dealing with trade unions and negotiating collective agreements and wage settlements</li> <li>● Strong knowledge of the various HR practices and principles, eg. Performance management, recruitment and selection, change management, talent management, employment equity, learning and development, etc.</li> <li>● Excellent MS Office experience, especially Excel and Word</li> <li>● Planning, organising and co-ordinating</li> <li>● Excellent verbal and written communication skills</li> <li>● Facilitation and presentation skills</li> <li>● Logical thinking, problem solving and analytical</li> <li>● Sound decision-making ability</li> <li>● Tolerance of stress and pressure</li> <li>● Ability to speak isiZulu, will be an added advantage</li> <li>● Excellent negotiation skills</li> <li>● Persuasive and able to positively influence</li> <li>● Confident, calm and assertive</li> <li>● Conflict management and resolution skills</li> <li>● Attention to detail and accuracy</li> <li>● Deadline driven and ability to work at a fast pace</li> <li>● Able to prioritise and work on a number of things at one time</li> <li>● Strong numerical skills</li> <li>● Professionalism and confidentiality</li> <li>● Strong EQ and highly resilient</li> <li>● Strong business acumen and commercial awareness</li> </ul>
<b>Opening Date</b>	7 April 2021
<b>Closing Date</b>	27 April 2021
<b>Employment Equity</b>	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment  
and Selection  
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification  
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

**Remuneration  
and Benefits**

R666,426 – R999,639 Annual Package on a total cost to company basis.

Cellphone allowance of R800 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

**Application  
Forwarding  
Details**

Applications, including a detailed CV, must be forwarded to  
[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za).

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.