

# HR Competence and Business Partner

## 工作职责

### Strategic HR Business Partner:

- Enables both the short-term and long-term strategy of the local business clients in line with corporate policies related to human relations, organizational and employee development by defining and implementing the appropriate HR strategic initiatives required to meet the defined business strategy
- Guides employees and supervisors in HR related matters (supports in decision making and acts as consultant). Leads them to the right point of contact and promotes the full portfolio of HR related services (e.g. payroll, data administration, recruiting)
- Consults with Centers of Expertise (CoE) regarding the full portfolio of HR related processes (e.g. Compensation & Benefits) and address business needs in direction of CoE
- Ensures consistent application and compliance of defined HR Policies, Programs and Procedures
- Actively identifies gaps, proposes and implements changes necessary to cover risks

### Change agent:

- Accompanies and implements (business) change projects in his/her area of responsibility together with management of respective organizational units and internal/external experts (if applicable)
- Introduces/ implements new HR related services, systems & processes (from HR Services & CoE's) into assigned organization
- Leads and implements HR projects in the assigned area of responsibility
- Participates in other business projects, representing with general HR knowledge to achieve the project deliverables
- Consults and guides the organization through times of significant changes (e.g. digital transformation, VUCA world) and supports organizational development
- Acts as a role model of our company values and culture.

### - Talent Aquisition and Employer Branding CoE:

Lead the PJ location as CoE to establish and guide Strategic Talent Acquisition Planning, Define and implement Employer Branding & Employer Value Proposition, Enhance Candidate experience management, Develop and engage Talent community development and foster collaboration activities with internal and external stakeholders to enhance talent aquisition and branding efforts for the location.

### Talent & Performance Management:

- Acts as a talent scout in the organization and provokes positive changes in the talent management
- Drives readiness of talent through proper succession planning in line with the business needs



职位号码

**REF84385B**

工作职能

人力资源

所在地

**Petaling Jaya**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Tyre PJ Malaysia  
Sdn. Bhd.**

- Supports and guides managers as well as individual employees in talent and performance management processes in accordance with country specific legal regulations, CoE guidance, and company guidelines
- Ensures execution of talent management measures
- Derives trends in development needs, alerts organization to critical areas for succession planning, etc.
- Supports local programs (e.g. Onboarding, talent development)
- Guides execution of Talent & Culture development Initiatives and measures (e.g. Project management) in area of responsibility

#### **Learning & Training:**

- Drives nominations for Leadership & Talent Development Programs for target groups in the area of responsibility
- Drives competency management by identifying gaps and proposing (training) measures

#### **Compensation & Benefits:**

- Executes Job Evaluation based on local, country or/and cooperation policies
- Consults on Compensation Policies and Programs, Benefits & Pensions to assist business needs.
- Steers and facilitates annual Salary Review

#### **Labor & Employee Relations:**

- Acts as a single point of the contact for all topics (which are not covered by Shared Services) for the employees and managers in area of responsibility
- Maintains individual Union & Employee Representative Relationships
- Ensures compliance to all relevant regulations
- Guides employees and superiors in employee relations conflict management
- Responds to employee relation issues such as employee concerns, harassment and discrimination complaints. Conducts internal investigations as necessary.
- Acts as company representative towards external parties (courts, fairs, local networks, authorities..), if assigned

#### **Health:**

- Promotes health management regulations and programs and consults management and employees
- Acts as an ambassador for at work health and well being initiatives
- Drives measures if applicable

#### **职位要求**

- Strong Understanding of HR Principles and Processes
- Strong Project Management Skills
- Strong HR Center of Expertise Understanding (C&B/TMOD/TA)
- Resourceful, Ability and Desire to find solutions when they are not obvious
- Strong Communication skills
- Ability to navigate through complexity posed by matrix organisational

## hierarchy

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