

SKILLS FRAMEWORK FOR HUMAN RESOURCE SKILLS MAP - EXECUTIVE, PERFORMANCE AND REWARDS			
Sector	Human Resource		
Track	Performance and Rewards		
Occupation	Executive		
Job Role	Executive, Performance and Rewards		
Job Role Description	<p>The Executive, Performance and Rewards supports the execution of performance management programmes and implements compensation and benefits plans. He/She performs benchmarking for the organisation's compensation and benefits programmes with comparable organisations. He supervises the preparation of the payroll reports and collaborates with benefits partners and vendors for claim disbursements. He is also responsible for ensuring that performance and compensation records in the systems are accurate and that regulatory guidelines are adhered to. He performs data analytics and shares insights reports with senior members of the team.</p> <p>The Executive, Performance and Rewards thrives in a team environment, and is comfortable communicating with various stakeholders within and beyond the team. He possesses an analytical mind and is able to derive insights from data, leveraging them to address issues and derive solutions to work challenges.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Administer performance management programmes	Develop employee communications to inform employees about performance reviews and timelines	In accordance with: • Central Provident Fund Act • Employment Act • Employment of Foreign Manpower Act • Employment of Foreign Manpower (Work Passes) Regulations • Fair Consideration Framework • Industrial Relations Act • Retirement and Re-employment Act • Workman Injury Compensation Act • Workplace Safety and Health Act
		Gather feedback from employees to evaluate effectiveness of performance management programmes	
		Document action plans and assessment results for poor performers	
	Implement compensation and benefits plan	Formulate communications to share organisation's compensation and benefits policies with employees	
		Identify peer companies and competitors of the organisation to support benchmarking	
		Benchmark organisation's compensation and benefits programmes against industry practices in relation to sector wage information of the Skills Framework	
		Conduct job analysis and evaluations to propose employees' job size	
		Analyse employee feedback on benefits schemes	
		Prepare contract terms with external vendors for benefits offered	
		Analyse employee demographics and associated risk exposure	
	Administer employee compensation	Review generated payroll reports	
		Review employer contributions reports	
		Implement employee compensation reimbursement plans	
		Review annual salaries report and income tax declaration forms	
		Develop frequently asked questions and responses on compensation matters	
	Administer employee benefits	Verify that submitted claims are covered under organisation's benefit schemes	
		Liaise with organisation's vendors and partners on benefits and claims processing	
		Review benefits claims against entitlements to ensure accurate disbursements	
		Analyse utilisation rate of employee benefits and programmes	
		Develop frequently asked questions and responses on benefits	
	Manage performance, rewards and other employee data	Organise performance, rewards and other employee data in HR system	
		Implement data checks and cleansing techniques to address data availability and quality challenges	
		Check that regulatory and ethical guidelines are followed when handling employee data	
Develop standard reporting templates for performance and rewards management			
Identify data required for analysis of business and/or human resource issues			
Analyse historical and current HR data to recognise trends and patterns in performance and rewards			
Conduct diagnostic analytics on HR data to identify causes of behaviours and performance outcomes			

	Prepare technical and business reports with the analytical findings			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Benefits Management	Level 3	Communication	Intermediate
	Business Acumen	Level 3	Problem Solving	Intermediate
	Compensation Management	Level 3	Computational Thinking	Intermediate
	Data Collection and Preparation	Level 3	Sense Making	Intermediate
	Data Management	Level 3	Teamwork	Intermediate
	Employee Communication Management	Level 2		
	Financial Acumen	Level 3		
	Human Resource Analytics and Insights	Level 3		
	Human Resource Policies and Legislation Framework Management	Level 3		
	Human Resource Practices Implementation	Level 2		
	Human Resource Systems Management	Level 3		
	Job Analysis and Evaluation	Level 3		
	Operational Excellence	Level 3		
	Organisational Change Management	Level 3		
	Performance Management	Level 3		
	Project Management	Level 3		
	Skills Framework Adoption	Level 3		
Stakeholder Engagement and Management	Level 3			
Technology Integration	Level 3			
Programme Listing	For a list of Training Programmes available for the Human Resource sector, please visit: www.skillsfuture.sg/skills-framework/hr			