

SKILLS FRAMEWORK FOR HUMAN RESOURCE			
SKILLS MAP - ASSOCIATE, TALENT MANAGEMENT AND LEARNING AND ORGANISATION DEVELOPMENT			
Sector	Human Resource		
Track	Talent Management and Learning and Organisation Development		
Occupation	Associate		
Job Role	Associate, Talent Management and Learning and Organisation Development		
Job Role Description	<p>The Associate, Talent Management and Learning and Organisation Development assists in procuring training programmes and documenting learning needs in the organisation, maintaining organisations' learning systems and provides administrative support in conducting learning programmes. He/She manages resources and logistics for delivering learning programmes and collects data from learning evaluation surveys to measure learning programmes' effectiveness. He supports the conduct of assessments to identify high-potential talent in the organisation, and documents assessment records and succession plans for critical roles identified. He also responds to employee queries that are related to assessments and learning programmes. He is responsible for maintaining exit and retirement records.</p> <p>The Associate, Talent Management and Learning and Organisation Development enjoys working in a team environment and interacts proactively with various stakeholders. He is eager to explore and analyse problems, and is able to communicate information in a clear and concise manner to meet others' needs at the workplace.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Analyse workforce learning needs	Collate data from line managers about current competencies of their employees	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
		Utilise profiling tools to identify workforce learning needs	
		Document learning needs to support the identification of learning programmes	
		Compute learning expenses against allocated budgets	
	Co-ordinate learning programmes	Document learning programmes to maintain a database	
		Maintain e-learning systems to monitor participation	
		Liaise with nominated internal trainers on learning requirements	
		Source for external learning vendors for learning programmes	
		Apply for grants for learning programmes	
	Support learning programmes delivery	Maintain learning programmes schedules	
		Register employees for learning courses	
		Coordinate resources and logistics for learning courses	
		Maintain learning resources inventory	
		Send learning course instructions and reminders to employees	
		Track employee participation rates in learning programmes	
		Generate learning and post-learning reports through evaluation survey findings	
	Support talent development	Gather information about assessment tools to support talent assessment	
		Communicate assessment procedure to candidates	
		Assist in the administration of assessments	
		Collate assessment data for further evaluation	
		Respond to employee queries relating to talent assessment	
		Provide administrative and coordination support for high potential programmes	
		Maintain talent pool lists by levels to analyse talent gaps	
Document critical roles identified in the organisation			
Co-ordinate succession planning	Document succession plans and potential successors for critical roles		

		Prepare reports on succession planning activities		
	<b>Administer separation</b>	Ensure employee exit formalities are complete before employee leaves		
		Respond to employee queries relating to exit and retirement processes		
		Maintain employee exits and retirement records		
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Data Collection and Preparation	Level 2	Communication	Basic
	Data Management	Level 2	Teamwork	Basic
	Employee Communication	Level 2	Interpersonal Skills	Basic
	Employee Mobility Management	Level 2	Service Orientation	Basic
	Human Resource Analytics and Insights	Level 2	Problem Solving	Basic
	Human Resource Practices Implementation	Level 2		
	Human Resource Systems Management	Level 2		
	Involuntary Exit Management	Level 2		
	Learning and Development Programmes Management	Level 2		
	Learning Needs Analysis	Level 3		
	Performance Management	Level 2		
	Skills Framework Adoption	Level 2		
	Stakeholder Engagement and Management	Level 2		
	Talent Capability Assessment	Level 3		
	Voluntary Exit Management	Level 2		
<b>Programme Listing</b>	For a list of Training Programmes available for the Human Resource sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/hr">www.skillsfuture.sg/skills-framework/hr</a>			