

SKILLS FRAMEWORK FOR HUMAN RESOURCE			
SKILLS MAP - EXECUTIVE, TALENT MANAGEMENT AND LEARNING AND ORGANISATION DEVELOPMENT			
Sector	Human Resource		
Track	Talent Management and Learning and Organisation Development		
Occupation	Executive		
Job Role	Executive, Talent Management and Learning and Organisation Development		
Job Role Description	<p>The Executive, Talent Management and Learning and Organisation Development prioritises learning needs, based on current and future capability requirements, liaises with line managers for development of learning programme materials, selects suitable internal trainers and external vendors and provides necessary support for delivering different learning programmes. He/She manages communication of learning calendars and employee participation across various learning programmes, and analyses evaluation scores and post-learning feedback from the employees. He assists in talent assessment to identify high-potential talent and programme implementation for high-potential talent, and supports the organisational HR function in developing and implementing programmes for succession planning. He administers the exit processes and supports re-employment programmes.</p> <p>As someone who is people-oriented, the Executive, Talent Management and Learning and Organisation Development thrives in a team environment, and is confident in engaging and building relationships with various stakeholders. He is eager to serve and enjoys critically analysing and solving problems at the workplace to meet others' needs.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Analyse workforce learning needs	Analyse data gathered from line managers on competencies required and gaps identified	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
		Incorporate profiling tools into the learning needs analysis process	
		Evaluate business impact of investing in learning needs	
		Prioritise learning needs based on current and future business requirements	
	Co-ordinate learning programmes	Facilitate development of materials in collaboration with content experts for learning programmes in reference to Technical and Generic Skills and Competencies (TSCs and GSCs) of the Skills Frameworks	
		Work with business units to develop business case course content	
		Update e-learning content used in internal training	
		Analyse external vendors' learning course content, checking for suitability to meet training needs	
		Select suitable internal and/or external trainers in consultation with business units	
		Monitor budgets and grant schemes for learning programmes	
		Manage virtual learning community platforms	
	Support learning programmes delivery	Liaise with internal trainers and external vendors for scheduling and conducting courses	
		Communicate developed learning courses' schedule and objectives to employees	
		Track the usage of technology in learning programmes	
		Liaise with internal and external trainers on resources and logistical arrangements	
		Analyse employee participation rates to complement overall evaluation of learning programmes	
Develop post-learning feedback forms using learning systems			
Analyse evaluation scores and effectiveness of learning programmes			
Facilitate payments to vendors			
Audit completion of mandated learning courses, and identify lapses for enhancements			
Support talent development	Recommend indicators to identify high-potential talent to HR manager		
	Review suitability of assessment tools for the assessment objectives and target population		
	Implement assessment tools		
	Analyse assessment data to identify high-potential talent in organisation with reference to Skills Maps of the Skills Frameworks		

		Share employees' assessment results with their line managers		
		Implement high-potential programmes		
	Co-ordinate succession planning	Assist in developing tools and programmes for succession planning		
		Analyse stakeholder inputs on critical roles and succession criteria		
		Implement structured and customised succession plans		
		Track progress of succession plans		
		Analyse performance of successors in new roles		
		Identify gaps and areas of improvement in succession plans		
		Analyse exit interview feedback and provide recommendations		
		Administer separation	Formulate a checklist of exit formalities	
	Analyse exit interview feedback and provide recommendations			
	Execute re-employment programmes for retiring employees			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Business Acumen	Level 3	Communication	Intermediate
	Career Coaching	Level 3	Interpersonal Skills	Intermediate
	Career Framework Design	Level 3	Teamwork	Intermediate
	Competency Framework Development	Level 3	Problem Solving	Intermediate
	Data Collection and Preparation	Level 3	Service Orientation	Intermediate
	Data Management	Level 3		
	Employee Communication Management	Level 2		
	Employee Mobility Management	Level 3		
	Human Resource Analytics and Insights	Level 2		
	Human Resource Policies and Legislation Framework Management	Level 3		
	Human Resource Practices Implementation	Level 2		
	Human Resource Systems Management	Level 3		
	Involuntary Exit Management	Level 3		
	Learning and Development Programmes Management	Level 3		
	Learning Needs Analysis	Level 3		
	Operational Excellence	Level 3		
	Organisational Change Management	Level 3		
	Performance Management	Level 3		
	Project Management	Level 3		
	Retirement and Re-employment Management	Level 3		
	Skills Framework Adoption	Level 3		
	Stakeholder Engagement and Management	Level 3		
	Succession Planning	Level 3		
	Talent Capability Assessment	Level 3		
	Technology Integration	Level 3		
Voluntary Exit Management	Level 3			
Programme Listing	For a list of Training Programmes available for the Human Resource sector, please visit: www.skillsfuture.sg/skills-framework/hr			