

SKILLS FRAMEWORK FOR HUMAN RESOURCE			
SKILLS MAP - EXECUTIVE, TALENT ATTRACTION AND EMPLOYEE EXPERIENCE AND RELATIONS			
Sector	Human Resource		
Track	Talent Attraction and Employee Experience and Relations		
Occupation	Executive		
Job Role	Executive, Talent Attraction and Employee Experience and Relations		
Job Role Description	<p>The Executive, Talent Attraction and Employee Experience and Relations analyses various approaches to identify potential candidates and ensures an engaging and optimal experience for employees. He/She conducts background checks, negotiates pay packages and presents employment offers to selected candidates. He creates new hire information packs, develops content and delivers orientation sessions for new hires. He develops the employee engagement surveys, analyses data collected and implements initiatives to enhance employees' engagement levels and well-being. He supports the management of workplace issue and, investigates routine grievances raised and proposes resolutions.</p> <p>The Executive, Talent Attraction and Employee Experience and Relations thrives in a team environment, and is comfortable interacting with various stakeholders within and beyond the team. He possesses an analytical mind and is enthusiastic about solving problems in service of others.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Enhance employee engagement and well-being	Develop employee engagement survey items	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
		Analyse employee engagement data to identify trends and patterns	
		Implement programmes and initiatives designed to improve employee engagement	
		Propose areas of possible work-life blend opportunities that suit employees' job scope and responsibilities	
		Implement employee well-being workshops, programmes and policies	
		Propose enhancements to employee well-being programs and initiatives	
		Conduct internal studies on organisation's workplace ergonomics	
	Support the management of workplace issues and grievances	Communicate whistleblower policies through organisation's internal channels	
		Categorise grievances reported according to guidelines	
		Provide support to managers in investigating non-routine grievance matters	
		Analyse feedback on effectiveness of and satisfaction with grievance resolution	
	Source for talent	Analyse various sourcing approaches and tools	
		Determine implications of organisational current and future needs on hiring requirements	
		Implement various outreach plans for different target talent pools	
		Attend recruitment events to solicit interest from external talent pools	
		Develop hiring collaterals based on organisation's Employee Value Proposition (EVP)	
		Manage external stakeholders and vendors involved in the sourcing and attraction of talent	
		Identify opportunities to convert potential employees into new hires	
		Propose improvements to the sourcing processes	
	Recruit candidates	Implement Standard Operating Procedures (SOPs) in selection, assessment and hiring, in accordance to fair employment regulations and practices	
		Propose assessment tools to be used for selection	
		Conduct background search of job applicants to identify any critical issues	
		Shortlist candidates for hiring managers based on assessment results	
		Analyse assessment effectiveness	
		Conduct reference document authenticity checks on the candidates	
		Communicate employment offers to candidates	
		Negotiate terms and conditions of offer to selected candidates within standard operating guidelines	

	<p>Facilitate onboarding of new hires</p> <ul style="list-style-type: none"> Advise on work permits, visa and documentation required for international workforce Develop new hires information packs for new employees Develop content and materials for new hire orientation programmes Deliver orientation briefings and programmes for new hires Verify access set up for new hires Analyse data and feedback on the quality of onboarding experience 			
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Business Acumen	Level 3	Interpersonal Skills	Intermediate
	Conduct and Behaviour Management	Level 3	Communication	Intermediate
	Data Collection and Preparation	Level 3	Teamwork	Intermediate
	Data Management	Level 3	Creative Thinking	Intermediate
	Digital Marketing and Communication	Level 4	Problem Solving	Intermediate
	Diversity and Inclusion Management	Level 3		
	Employee Communication Management	Level 2		
	Employee Engagement Management	Level 3		
	Employee Relationships Management	Level 3		
	Health and Wellness Programme 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		
	Industry Networking	Level 3		
	Job Analysis and Evaluation	Level 3		
	Onboarding	Level 3		
	Operational Excellence	Level 3		
	Organisational Change Management	Level 3		
	Organisational Event Management	Level 3		
	Project Management	Level 3		
	Recruitment Channel Management	Level 3		
	Selection Management	Level 3		
	Skills Framework Adoption	Level 3		
	Stakeholder Engagement and Management	Level 3		
	Technology Integration	Level 3		
	Workplace Optimisation	Level 3		
Programme Listing	For a list of Training Programmes available for the Human Resource sector, please visit: www.skillsfuture.sg/skills-framework/hr			