

Human Resources

Job Description

Post Title:	People Development & Compliance Specialist
Grade:	Management
Faculty/Department:	Henley Business School, Africa
Reporting to:	Head of HR
Reporting staff:	HR Administrator (on appointment)

Purpose

The People Development & Compliance Specialist plays a key role in promoting a high-performance culture by managing employee engagement, onboarding, and professional development. This role ensures that HR initiatives align with business goals by overseeing performance management, employment equity, skills development, and employee wellness programmes. It also plays a crucial part in statutory reporting, compliance, and BBBEE-related HR functions. Additionally, the role is responsible for managing the Training Hub, ensuring all internal training activities, schedules, records, and qualifications are accurately maintained and kept up to date.

Who You Need to Be

- As a People Development & Compliance Specialist, you are the heart of the organisation's people culture - an advocate, a listener, and a support system for employees at all levels. You should embody:
 - Empathy and Approachability - Employees should feel comfortable speaking to you about their concerns
 - Trust and Integrity - You handle sensitive information with discretion and uphold fairness and respect in all HR dealings
 - Proactive Problem-Solving - You identify workplace challenges and take the initiative to resolve them
 - Strong Communication Skills - You articulate policies, procedures, and employee concerns effectively

- A Passion for Employee Well-being - You actively support initiatives that create a positive, happy, and healthy work environment
- A Champion for Employee Voice - You help employees feel heard, valued, and respected, encouraging an inclusive and supportive workplace
- Commitment to Safeguarding - You help ensure that workplace policies protect employees from harm and uphold ethical standards
- Adaptability and Resilience - You remain flexible and calm under pressure, navigating change and supporting teams through transitions
- Influencing and Collaboration Skills - You work effectively with leaders, managers, and cross-functional teams to drive positive people outcomes
- Attention to Compliance and Detail - You ensure all statutory, regulatory, and company requirements are met accurately and on time
- Strategic Mindset - You align HR initiatives with business goals and identify opportunities for improvement

Success Factors

- Enhancing employee experience through a structured onboarding process and engagement initiatives.
- Advocating for employees, ensuring they feel heard and supported.
- Efficiently monitoring and managing probationary processes to support employee retention.
- Strengthening performance management and professional development initiatives.
- Ensuring accurate HRIS administration and compliance with the Employment Equity Act, annual reporting, and skills tracking requirements
- Managing Skills Development reporting, including WSP & ATR submissions.
- Driving learnership and internship programmes, ensuring compliance with YES and Skills Development initiatives.
- Implementing employee wellness programmes that promote a supportive work environment.
- Managing HR aspects of BBBEE elements, such as skills development and management control.
- Maintaining and updating the Training Hub to track training programmes, upcoming training schedules, and compliance

Duties and Responsibilities

Employee Onboarding, Engagement and Off-boarding

- Oversee a seamless onboarding process, ensuring new hires integrate well into the company's culture and values.
- Develop and implement engagement programmes to enhance employee satisfaction, morale, and retention.
- Act as a point of contact for employees to share concerns and feedback, ensuring they feel heard, respected, and supported.
- Facilitate open communication between staff and leadership to build trust and inclusivity.
- Promote diversity, equity, and inclusion (DEI) initiatives across the organisation.
- Coordinate exit interviews and ensure proper documentation for departing employees.

Probationary Process Management

- Monitor and manage the employee probation process, ensuring compliance with policies.
- Assist line managers in evaluating new hires and providing necessary support and follow-up.
- Maintain records of probation assessments and outcomes.

Performance Management and Development

- Assist with the implementation of performance management frameworks and tools.
- Support line managers in conducting performance appraisals and feedback sessions.
- Facilitate learning and development initiatives to promote career growth and skills development.

Employee Well-being and Wellness

- Develop and support wellness initiatives, such as mental health programmes, flexible work options, and wellness activities.
- Provide confidential guidance to employees facing workplace challenges.
- Collaborate with external wellness service providers to enhance support offerings.
- Promote a workplace culture where employees feel safe, respected, and empowered to speak up.

HRIS Administration and Compliance

- Maintain accurate records in HR Information Systems related to employment equity, probation, performance and skills tracking.
- Ensure compliance with HRIS processes, including employment and skills data management.

Employment Equity and Skills Development Reporting

- Manage employment equity processes and submit annual reports to comply with statutory requirements.
- Manage Skills Development reporting, including the Workplace Skills Plan (WSP) and Annual Training Report (ATR) submissions to the Services SETA.
- Track and report on monthly training skills and ensure compliance with HEQCIS reporting.

Learnerships and Internships Management

- Develop and manage learnerships, internships, and youth employment programmes (YES and Skills internships).
- Ensure programme compliance with relevant regulations and BBBEE requirements.

BBBEE and Compliance Management

- Manage BBBEE elements related to HR, including skills development and management control, ensuring alignment with scorecard requirements.

Training Hub Management

- Oversee and maintain the Training Hub, ensuring all internal training programmes are accurately recorded.
- Maintain up-to-date records of upcoming training schedules, course completions, and employee participation
- Collaborate with trainers and managers to track training needs and ensure compliance.
- Ensure accessibility and usability of the Training Hub for employees and HR teams.

Qualifications and Experience

- Post-graduate degree in Human Resources Management, Industrial Psychology, or a related field preferable.
- 5 - 8 years of progressive HR experience with deep expertise in skills development, employee engagement, and statutory compliance.
- Skills Development Facilitator (SDF) Certification is required.
- Proven experience working with the Services SETA website, including developing Workplace Skills Plans (WSP) and reporting on the company's Annual Training (ATR).
- Proven experience in developing and submitting annual Employment Equity Reports (EEA2 and EEA4) to the Department of Employment and Labour.
- In-depth knowledge of employment equity, BBBEE requirements, and statutory HR reporting.

- Solid understanding of HR Information Systems (HRIS) for managing employment equity and skills data
- Experience in onboarding, probation and performance management processes.
- Strong background in employee wellness, engagement, and retention strategies.

Skills and Competencies

- Technical HR expertise in probation and performance management, compliance, and employee relations.
- Strong analytical and data management skills to review training reports, employee performance, and HR metrics.
- Financial acumen to manage training and track HR-related costs.
- Proficiency in MS Excel (advanced functions and formulas essential).
- Attention to detail and accuracy, particularly in HR reporting and compliance.
- Excellent communication and interpersonal skills, engaging effectively with employees at all levels
- Legal knowledge related to employment laws, skills development, and workplace compliance.
- Cultural and commercial awareness to drive a people-centred HR strategy.
- Interpersonal intelligence and empathy, ensuring employees feel supported and heard.
- Ability to manage multiple priorities and meet deadlines in a fast-paced HR environment.
- Ability to lead multiple HR initiatives simultaneously, ensuring timely delivery and stakeholder alignment.
- Skilled at supporting organisational change initiatives and helping teams navigate transition.

Terms and conditions

A full-time post located at the Johannesburg campus in South Africa. There are no specified hours of work; you will be required to work such hours as necessary to carry out the duties associated with the post. This will include some out of office hours and weekends depending on the needs of the business. Overtime is not payable. Core office opening hours are 8:30 to 17:00 Monday to Friday. This is a full-time position.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties, and/or the job description may be updated from time to time which do not change the general character of the job, or the level of responsibility entailed.