

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 supports the organisation's goal of building a high-performing, future-ready, and people-centred workplace. This role works in close partnership with departmental leaders to coordinate competency frameworks, facilitate learning pathways, and implement training initiatives through Henley's Internal Training Hub — a modern, inclusive platform that empowers employees to grow in their roles and careers, aligned with organisational goals and competencies.

Beyond learning and development, the role is responsible for championing employee onboarding, probation support, performance enablement, wellness programmes, and leadership development initiatives. It plays a key role in supporting line managers with appraisals and career development conversations and ensures HR compliance across statutory reporting areas including employment equity, BBBEE, and skills development.

Who You Need to Be

As a People Development & Compliance Specialist, you are at the heart of the organisation's people culture—an advocate, a listener, and a trusted support system for employees at all levels.

- An influencer and Collaborator - you work effectively with leaders, managers, and cross-functional teams who thrives at the intersection of people, learning, and systems.
- Compliance Orientated and Meticulous- you ensure all statutory, regulatory, and company requirements are met accurately and on time, without losing sight of people priorities.
- Transformational - you align HR initiatives with business goals and identify opportunities for improvement

- Action-Oriented – you translate ideas into action with strong organisational follow-through.
- A Clear Communicator and Team Player – you champion a culture of learning and open communication across all levels.

Key Responsibilities

Learning & Development Coordination

- Partner with Heads of Department to coordinate the development of departmental competency frameworks.
- Support the design of learning pathways tailored to each department's needs and career stages.
- Manage and continuously improve the Training Hub, ensuring it is up-to-date, accessible, and engaging.
- Coordinate and track delivery of training across multiple formats (online, in-person, blended).
- Track and report on training effectiveness, participation, and feedback to guide improvements and demonstrate return on investment (ROI).

Onboarding, Probation, and Performance Enablement

- Oversee structured onboarding to ensure new employees feel integrated and supported.
- Monitor and manage probationary processes in line with policy, working closely with line managers.
- Support performance conversations and enable managers to conduct meaningful appraisals.
- Assist in the design and promotion of career development frameworks and leadership pathways.

Employee Engagement and Wellness

- Implement employee wellness initiatives that support physical, mental, and emotional wellbeing.
- Promote a culture of psychological safety, inclusion, and engagement across the organisation.
- Act as a confidential point of contact for employee feedback and well-being concerns.

Statutory Reporting & Compliance

- Manage WSP and ATR submissions to the Services SETA in collaboration with relevant internal stakeholders.
- Oversee Employment Equity submissions (EEA2 and EEA4) to the Department of Labour.
- Ensure accurate and timely HRIS administration for all compliance-related data.

- Track monthly training activity and spend.
- Manage HR elements of BBBEE, including Skills Development and Management Control.

Youth Employment and BBBEE-aligned Programmes

- Manage and report on learnerships, internships, and YES programmes.
- Ensure alignment of HR compliance activities with BBBEE scorecard expectations.

Qualifications & Experience

- Postgraduate degree in Human Resources, Industrial Psychology, Organisational Development or related field (preferred).
- Minimum 5–8 years of progressive HR experience, with a strong focus on learning and development, employee engagement, and compliance.
- Certified Skills Development Facilitator (SDF).
- 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 online portal.
- **Experience supporting or coordinating competency-based training and learning systems.**
- 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

Proven ability to partner with diverse stakeholders and support cross-functional, people-centred initiatives.

Skilled in leading and supporting organisational change and employee engagement programmes.

Passionate about people development and fostering a learning and inclusive culture.

Strong technical HR expertise, including probation and performance management, compliance, and employee relations.

Experienced in coordinating learning programmes and supporting framework development.

Proficient in HRIS systems, ensuring data accuracy for compliance and regulatory reporting.

Strong analytical and data management skills, with the ability to review training reports, employee performance, HR metrics, and costs.

Financial acumen to manage training budgets and track HR-related expenses.

Proficient in Microsoft Excel, with advanced knowledge of functions and formulas.

Demonstrates attention to detail and accuracy, particularly in regulatory compliance and HR reporting.

Excellent facilitation, communication, and interpersonal skills, with the ability to engage effectively across all levels of the organisation.

High emotional intelligence and empathy, ensuring employees feel heard, supported, and valued.

Solid legal knowledge of employment law, skills development, and workplace compliance.

Strong cultural and commercial awareness to inform a relevant and strategic HR approach.

Adept at managing multiple priorities and deadlines in a dynamic, fast-paced HR environment.

Capable of leading multiple HR initiatives concurrently, ensuring timely delivery and alignment with business goals.

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

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