Job Description

Role:	**Director of Human Capital**
Base Office:	Singapore
Business Line:	NMG Group
Classification:	Permanent, Part Time
Direct Manager:	Group Executive Director

COMPANY OVERVIEW

The **NMG Group** is a global advisory and intermediary firm focused exclusively on the financial services sector. Established in 1992, NMG has enjoyed rapid international expansion and now has in excess of 800 employees in 18 cities, covering all inhabited continents.

NMG Consulting is a specialist consultancy focused on the reinsurance, insurance and wealth management industries. The business has an established global presence with approximately 100 employees, with major hubs in Sydney, Singapore, London and developing teams in North America and South Africa. Our approach is to integrate strategy, insights and analytics.

NMG Benefits, based in South Africa, is the trusted partner of employers, medical schemes, pension funds, employees and retirees. We provide clients with unbiased and professional advice on the provision and management of employee medical, life and disability insurance, and retirement solutions.

SUMMARY STATEMENT

Based in Singapore and reporting to the Executive Director of NMG, you will head NMG's global human resource capability for all NMG business lines. This will involve being responsible for maintaining a cohesive Human Capital strategy across the group and providing advice to the business on all human capital issues including talent acquisition, talent management, organisational development, employee relations and benefits.

This position will involve close liaison with the CEOs of each business line, reporting to relevant boards on the Human Capital, and providing partnering and advice to senior stakeholders on HR practices. Additionally, this role will involve the oversight and guidance of local HR teams in South Africa and Singapore.

This position will suit an individual with strong interpersonal skills and the ability to liaise with a diverse group of people, including Partners and those in senior leadership positions. Being part of the Human Capital team, you will also need to reflect the NMG Values (Collaboration, Curiosity, Go for it! and Make it Count) representing them through ongoing HR projects and activities across the organisation.

KEY RESPONSIBILITIES

Talent Acquisition and Talent Management

- Oversee all recruitment activities and attraction strategies
- Work closely with Graduate Programme Manager on general coordination of the 24 month graduate programme for each graduate, including ensuring robust and valid candidate assessments take place at the end of each graduate rotation, and that there is ongoing evaluation of the programme
- Marketing of the NMG Employee brand and value proposition
- Oversee onboarding of new employees

Organisational development

- Coordinate regular engagement surveys
- Oversee Talent Management strategies, including updating talent matrixes for each position within the various business lines and develop / manage succession planning strategies
- Oversee Talent Development strategies and implement as required

Performance Management

- Coordinate bi-annual performance reviews
- Advise and assist line managers with staff performance issues within their team

Employee Relations

- Managing grievances and disciplinary procedures as required and ensure the company policies are region-appropriate and adhered to throughout the business
- Liaising with the NMG Holdings Legal Counsel as required to ensure employment legislation is complied with across all regions

Employee safety, welfare, wellness and health

- Enforce company safety rules and ensure safety policies, procedures, and training is up to date
- Ensure up to date health and attendance records are maintained for all employees
- Create and implement wellness initiatives

Corporate Responsibility

- Act as a key contributor to the organisation of the annual “charity challenge”

SKILLS, QUALIFICATIONS AND EXPERIENCE

Qualifications & Experience

- Relevant Tertiary qualification in Commerce/Business or similar, with qualifications in Human Resources preferred
- 8 + years' experience working as a human resources/ human capital specialist, preferably with exposure to managing a small team of HR professionals
- Experience working with and reporting to senior stakeholders
- Knowledge of the consulting / research / financial services industries preferred
- Strong interpersonal and communication skills, and an interest in developing productive internal relationships
- High attention to detail with an extremely organised and structured approach
- Strong levels of motivation, proactivity and resilience
- Comfortable with a global role which involves working remotely with other offices, and occasional international travel to South Africa, UK and Australia (20%)
- Ability to meet tight deadlines and work under pressure
- Advanced Microsoft Office technical abilities

Competencies

- Strategic insight
- Driving execution and implementation
- Operational Judgement
- Coaching & Developing staff
- Influencing Others