Role profile

Role title	Human Resources Manager
Division	Hospital Division
Location	Netcare uMhlanga Hospital & uMhlanga Eye Institute
Reporting structure	Hospital Manager and indirectly to the Regional HR Manager

Role summary

The incumbent will be tasked with providing an effective and efficient HR service within the business unit, which includes but is not limited to:

- Participating as a credible business partner by developing HR solutions that add value to the Business Units' core strategic focus areas.

- Leveraging and managing HR knowledge to build talent and increase employee commitment.

- Advising, coaching and supporting Line Managers on the implementation of HR processes and solutions.

The successful candidate will form part of the business unit EXCO Management team.

Key work output and accountabilities

- Align HR tactical plans around local demand and supply dynamics and translating this into financial, operational and labour requirements.

- Prepare and/or influence and manage HR budgets and assist the business to reduce expenses and increase revenue.

- Develop succession plans and manage talent flows in the business to ensure that there is a pool of talent available.

- Influence the implementation of all transformation strategies.

- Targeted attraction, recruitment and selection.

- Facilitating the end to end training plan.

- Organisation design and process engineering.

- Culture and change management.

- Maintaining sound employee relationships, risk management and industrial relations.

- Performance management.

- Remuneration and reward practices.

- Analyse, interpret and compile reports.

- Project management.

- Personnel Administration.
- Effective employee management & audit compliance.
- Facilitation of staff wellness & employee benefits.
- Maintain healthy stakeholder relationships.

Skills profile

Education

- 3 year Bachelor's Degree or Advanced Diploma in Human Resources Management or an equivalent NQF level 7 qualification.

Work experience

- A minimum of 3 years extensive Human Resources Generalist experience at a senior level operating as a Transformation or Change Agent.

Knowledge

- Good general knowledge and understanding of legislation pertaining to the specific business environment
- Good knowledge of Remuneration, Talent Management, Transformation, Recruitment and Selection, Learning and Development, Organisational Design and Reengineering, IR and Performance Management.
- Knowledge of HR and Remuneration systems.
- Knowledge of HR related legislation.
- Knowledge on HR theories, principles and practices.
- Understanding financial principles to interpret key financial information and trends.
- Proven track record in Diversity and Relationship Management.
- Advanced Computer Literacy.
- Computer proficiency in Microsoft Office suite

Managerial Skills

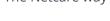|	
Coaching Others	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.

Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors, and any other person that requires a relationship
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Technical Knowledge	The capacity to perform a technical function to required standards.

Values and behaviours

Netcare values	At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence. • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare way	Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold: • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity.

	• I always practise proper hand hygiene to show my care. • I always engage to show my compassion. • I always say thank you to show my appreciation. • I always embrace diversity to strengthen inclusivity and belonging.

Application process

Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to roxann.durgan@netcare.co.za using the reference number HRMUMH2024

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.

- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.

- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.

- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.

- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.

- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.