

6. Ensure that the recruitment progress record is maintained and promptly address any issues or delays in coordination with the relevant line manager.
7. Conduct recruitment and selection process review on an annual basis, highlighting any gaps and making process improvements that increase process efficiency and reduce time to hire / cost to the organisation.
8. Working in coordination with the Regional HR Advisor to develop and implement effective workforce planning and staff retention initiatives based on data collated through recruitment and selection evaluation, induction evaluation, exit interviews, staff surveys, etc.

### **Staff On-boarding and Off-boarding**

9. Periodically review and update the staff induction programme and process in order to ensure that the induction process helps staff understand their roles and the organisation, effectively settle into the work environment, and enables them to perform their job to the required standard.
10. Working in close coordination with relevant line managers, ensure that all new staff are provided with a comprehensive induction programme during the first month of their employment.
11. Conduct comprehensive HR inductions for new starters, ensuring that all new staff have access to and understand all HR policies and procedures.
12. Ensure that all exit procedures are completed accurately and promptly, including conducting exit interviews with staff, and that all required documents/equipment is collected from staff who are leaving the organisation, such as hand-over notes, mobile phone, laptop, etc.

### **Staff Performance Management and Development**

13. Ensure all staff have an up to date and fit-for-purpose job description, including training and coaching line managers on writing and reviewing JDs.
14. Ensure that annual performance appraisals are conducted in line with the organisational policy and procedure, including providing training and coaching to line managers.
15. Ensure that staff probation appraisals are conducted in line with the probation procedures and in a timely manner, including providing required advice and support to line manager during the probation process.
16. Working in coordination with relevant line managers, ensure that any performance issues during or after probation are addressed promptly and in line with organisational procedures and local employment law.
17. Ensure that line managers set SMART probation and annual objectives for their direct reports and conduct regular performance focused 1.2.1 meetings, including providing coaching and support to line managers on how to conduct effective 1.2.1s.
18. Ensure that any performance issues and developmental needs are flagged and addressed promptly through effective implementation of the probation appraisal and annual appraisal 'PACE' framework.
19. Closely work with line managers and the CD to identify staff development needs and develop annual training plan and ensure that the training plan is delivered within agreed budgets and timelines.
20. With support from the Regional HR Advisor develop and implement succession planning and talent management initiatives and plans.

### **Employee Relations Management**

21. Proactively and effectively address staff grievances and disciplinaries in line with the relevant policies and procedures, ensuring that any high-risk issues are flagged with the CO management and the Regional HR Advisor.

