

<b>JOB DESCRIPTION</b>	
<b>Position</b>	<b>: Human Capital Management Specialist</b>
<b>Department</b>	<b>: Transformation</b>
<b>Employee Type</b>	<b>: 12 months contract</b>
	<b>Revision Date : 4 September 2024</b>

## I. SUMMARY OF ROLE

The Human Capital Management Specialist works directly with the Sr Human Capital Manager as leaders of the Human Capital Transformation Focus Team. The project sponsor for this Focus Team is the CEO. This position will fill the subject matter expert role for the performance management transformation ensuring it aligns with CISDI's strategy, culture and values. It is envisioned the future lifecycle will include but not limited to the following areas:

- Hiring
- Setting Expectations
- Providing Feedback
- Providing Training and Development
- Evaluating Performance
- Compensating and Incentivizing Employees
- Promoting and Separating Employees

This role requires an expert in performance management and demonstrates extensive implementation, change management and training experience. The Specialist is expected to be highly prescriptive in their approach and deliverables. The Specialist will create Performance Management policies, processes, procedures, and associated forms. This role will lead an internal team of employees, present findings, and provide recommendations to the Executive Leadership Team and implement the Leadership Teams approved recommendations. This role requires close coordination with other Transformation Focus Teams. This role is perfect for an expert desiring the opportunity to design and implement a "best-in-class" professional services performance management structure. This is not an IT consulting role.

## II. JOB DESCRIPTIONS

<b>Responsibilities</b>	<b>Activity</b>	<b>Output/Measurement</b>
Performance Management	<ul style="list-style-type: none"> <li>• Conduct Performance Management Benchmarking Analysis</li> <li>• Create Future State Process Design</li> <li>• Inventory existing policies, procedures, forms and training materials</li> </ul>	<ul style="list-style-type: none"> <li>• Benchmarking lessons and recommendations</li> <li>• Performance Management Future State design</li> </ul>

	<ul style="list-style-type: none"> <li>• Determine Gaps from Future State</li> <li>• Modify existing practices to align with Future State design</li> <li>• Create missing policies, procedures</li> <li>• Finalize future state design</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of Performance Management gaps</li> <li>• Approved Future State polices, processes, procedures and input forms</li> </ul>
Performance Management Tools and Metrics	<ul style="list-style-type: none"> <li>• Develop CISDI competency dictionaries and indicators</li> <li>• Define and Implement Performance Indicators</li> <li>• Develop and Implement CISDI position description grading model</li> <li>• Design and Implement CISDI compensation strategy and model</li> <li>• Integrate talent development initiatives with performance management processes</li> <li>• Assist Lead/Managers/Chiefs in formulating Individual KPIs</li> <li>• Provide guidance to the leadership team on setting performance goals and conducting performance reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Competency Dictionary with Indicators</li> <li>• Key Performance Indicators</li> <li>• Position Description Grading model</li> <li>• Compensation and Benefits Strategy and Models</li> <li>• Performance Management Policies, Processes, Procedures, Training, and Monitoring mechanisms</li> </ul>
Technology and Systems Management	<ul style="list-style-type: none"> <li>• Contribute to the Human Capital user requirements for HC software upgrades</li> <li>• Identify opportunities to leverage technology to improve HC processes and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Management User Requirements</li> <li>• Training and Development Plan</li> </ul>
Ad-Hoc Assignment Evaluation	<ul style="list-style-type: none"> <li>• Develop ad hoc assignments performance evaluation structure and processes</li> <li>• Integrate evaluation structure and processes into Future State Performance Management policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ad-hoc assignments performance evaluation policies, processes, procedures and forms</li> </ul>
Performance Management Training & Implementation	<ul style="list-style-type: none"> <li>• Create Training rollout plan</li> <li>• Create Training Modules</li> </ul>	<ul style="list-style-type: none"> <li>• Training plan</li> <li>• Training modules</li> </ul>

	<ul style="list-style-type: none"> <li>● Conduct training</li> <li>● Capture and prioritize training issue for resolution</li> <li>● Conduct follow-up training and coaching as necessary</li> <li>● Transfer all project materials to Knowledge Management Organization</li> </ul>	<ul style="list-style-type: none"> <li>● Implementation issues register</li> <li>● Training sessions</li> <li>● Transferred project materials to Knowledge Management</li> </ul>
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### III. WORKING RELATIONS

<b>Internal</b>	<ul style="list-style-type: none"> <li>● All Departments</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>● Stakeholders, vendors, consultants, etc.</li> </ul>

### IV. QUALIFICATIONS

#### A. Minimum Qualifications

- MBA or Masters in Human Resources
- 10+ years management consulting experience in process design, implementation and training. Will consider internal consulting experience and subject matter experts within multinational organizations
- 10 years Performance Management experience in Professional Service Organizations preferred
- Certification in Human Resources (e.g., BNSP, CPHRM) is preferred but does not replace client facing experience
- Expert in competency models, position grading and compensation
- International education or work experience with multinational clients is a plus

#### B. Competencies

##### Technical Competencies:

- Project Management practices
- Knowledge of performance management methodologies, policies, processes, procedures and systems
- Deep understanding of skill and competency requirements by organizational level
- Expert in position grading, compensation and benefits methodologies and models
- Process mapping and design
- Accountability mapping
- Change management and implementation skills
- Training module design and implementation
- Team leadership and executive presence
- Technology savvy
- Google Ecosystem, Microsoft Office (Microsoft Excel, Word, Power Point), Notion, and Slack

**Behaviour Competencies:**

- Adhere to the diversity, equity and social inclusion principles
- A bias for action
- Problem solving and making decision
- Excellent communication and relationship building skills
- Personal qualities of integrity, credibility, and dedication
- Strong leadership & managerial skills
- Strong sense of judgment
- Timeliness, excellent time management
- Initiative, self-motivation with minimal supervision
- Multicultural adaptability
- English speaking and writing skills are mandatory