

## Human Resources Leader / Manager

**Reports To:** Finance Director / Executive Director

**Hours Required:** Part-time or Full-Time (5 days a week, Monday through Friday)

**Job Summary:** The HR Leader / Manager is responsible for all aspects of Human Resources of the Church, under the supervision and direction of the Finance Director, Executive Director and Treasurer. It ensures that the Church complies with the regulatory requirements of the Singapore government, as well as the Church's internal policies. The HR headcount is also expected to carry out their HR duties for RHC's church plants during their start-up period of several years.

**Primary Relationships:** Finance Director, Executive Director, Treasurer, Lead Pastor, managers and staff

### Detailed Responsibilities:

- **Recruitment and oversees new staff onboarding**
  - Strategises and inputs into recruitment and succession planning
  - Designs and updates job descriptions in partnership with hiring managers
  - Works with Comms to advertise job openings on the careers page, internally, and through other channels
  - Proactively identifies and utilises applicable government hiring grants e.g. SGUnited Trainee / Mid-Career Pathways
  - Oversees the interview and staff onboarding process - including screening and shortlisting applicants, extending job offers and acting as a consultant to onboard new staff.
  - Delivers above tasks as a centralised service to RHC church plants before they become independent
- **Talent planning and consultation on organisational design**
  - Collaborates with managers to identify future hiring needs
  - Drives compensation planning & updating every year
  - Develops talent strategies in partnership with ministry teams and Lead Pastor and Assistant Lead Pastor
  - Delivers advice on organisational design
  - Advise & coach managers on talent matters (performance, development, org structure)
- **Leads performance management**
  - Upgrades the organisation's capability in the area of performance management, appraisals
- **Human Resource Administration**
  - Oversees contracts with RHC employees and contract staff
  - Administrates employment pass applications and renewals
  - Administrates staff healthcare policies
  - Administrates HR Easily for Staff Leave
  - Administrates staff payroll and benefits
  - Administers Government Paid Childcare Leave
  - Administrates Individual Taxes for staff
  - Delivers above tasks also as a centralised service to RHC church plants
- **Volunteer Management**
  - Coordinates and manage the volunteer resources of RHC Central, including helping develop policies and advising on best practices
- **Learning and development**

- o Creates and executes learning strategies and programs
  - o Evaluates individual and organisational development needs
- **HR Policy writing**
  - o Updates and improves HR policies in areas such as recruitment and compensation and benefits

#### **Qualifications, Skills & Desired Traits**

- Degree in Human Resources or related field with at least 5+ years of relevant experience
- Competence to build and effectively manage relationships at all levels of the organisation.
- Experience in HR policy writing is a plus
- Knowledge of labour law and HR best practices in accordance to local guidelines
- This person must have strong interpersonal and organisational skills.
- Proven ability to handle confidential information with discretion and maturity

#### **Expectations**

You are contributing to the team in the way we expect when:

- You serve humbly and graciously, submitting yourself to the elders and in all things to Christ who is the Head of the Church.
- You cultivate intimacy with Jesus in your own heart so that your work is a Spirit-filled overflow.
- You actively pursue and model a godly life.
- You honestly think it is an honour to be a part of our mission and work closely with your peers to encourage this culture.
- You are connected to and integrated within the Church.

Please submit your cover letter and resume to [hr@rhc.org.sg](mailto:hr@rhc.org.sg)