NOTES
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

- Position title: HR Practitioner
- Job title (HR Practitioner to provide): HR Practitioner
- Position grade (if known): 10
- Date last graded (if known): 2012
- Academic faculty / PASS department: Human Resources
- Academic department / PASS unit: HR Client Services
- Division / section: 
- Date of compilation: November 2017

ORGANOGRAM
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)

PURPOSE
The main purpose of this position is to take primary responsibility for providing a comprehensive, pro-active and integrated HR advisory and generalist service to PASS and/or Academic departments.
<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes/ methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
</table>
| 1) HR consulting/coaching          | 15             | • Build and maintain constructive relationships with line managers, staff, internal and external HR partners  
  • Advise and coach line managers and staff on the interpretation, application and implementation of HR policies/procedures/processes/systems pertaining to:  
  o staff learning and development  
  o employee relations  
  o change management  
  o staff wellness  
  o staff recruitment and induction  
  o employment equity  
  o remuneration  
  o conditions of service  
  o performance management  
  o probation  
  o organizational design, including position evaluation  
  • Communicate/refer/escalate HR-related issues as appropriate  
  • Communicate relevant dates and deadlines for HR activities  
  • Participating in governance structures/committees and provide input and advice on issues related to HR | • Positive client feedback [line managers and staff]  
  • Clients are fully informed of current HR policies, processes and procedures – and updated on relevant HR issues  
  • Compliance to legislation and UCT policies/procedures  
  • Clients are aware of relevant dates and deadlines for HR activities |
| 2 | Training and Development | 10% | - Facilitate needs analysis within the faculty/department and provide input to organisational level training needs analysis  
- Communicate and promote existing training and development opportunities  
- Facilitate implementation of organisational wide training interventions  
- Provide input to compilation of workplace skills plan and annual training report in consultation with line managers / department administrators  
- Advise and coach line managers / departments in developing specific induction programmes for staff | - Faculty/department-specific training and development needs identified and communicated to relevant stakeholders  
- Line Managers and staff informed of training and development opportunities  
- Department-specific induction programmes in place  
- Accurate and updated training records submitted for statutory reports |
| 3 | Staff Recruitment | 10% | • Advise clients on appropriate recruitment and selection policy and procedure  
• Advise line managers on recruitment process for staff in pay class 1-8 and serve on selection committees for payclasses 9 to 12, when requested  
• Coordinate the appointment process in liaison with Staff Recruitment Office, Appointments Office and Administration  
• Advise chairs of selection committees on all aspects of their role  
• Advise selection committees on interpretation and application of recruitment policies and procedures  
• Advise clients on special appointments (eg. Visiting Professors, Honorary Professors, Honorary Lecturers)  
• Advise clients on, and facilitate process for, post retirement appointments  
• Facilitate move from contract to permanent appointments (with and without advertisement)  
• Provide feedback to Client Services Manager on non-compliance, problems etc  
| 4 | Employee Relations | 20% | • Advise line managers on disciplinary and grievance policy, process and procedure  
• Coordinate and provide advice on restructuring activities  
• Coordinate and provide advice on voluntary retrenchment and early retirement  
• Monitor relationships between staff and management  
• Provide feedback to Client Services Manager on employee relations climate in faculty/departments  
• Give input on appropriate interventions to improve employee relations  
• Adherence to HR policies, procedures and best practice  
• Maintain accurate documentation and information on recruitment and selection processes  
• Compliance to IR legislation and related University policies/ procedures  
• Line managers and staff members informed of their rights and obligations |
|   | Remuneration and Benefits | 5% | • Advise line managers on employee remuneration  
• manage and delegate where appropriate with staff remuneration and administrative queries  
• Provide input to faculty/department budgeting  
• Co-ordinate, manage, facilitate and advise on annual increases for all staff | • Line/staff queries are resolved  
• Consistent remuneration and administrative practices  
• Anomalies detected and corrective action taken  
• Compliance with relevant HR policy and procedure |
|---|---|---|---|
| 6 | Organisational Design | 10 | • Advise line managers on HR aspects of organisational design and processes  
• Co-ordinate, facilitate and participate in job grading process | • Line Managers and staff briefed on organizational design and job evaluation  
• Posts accurately described and graded |
| 7 | Performance Management | 10% | • Support the development and maintenance of a performance management culture which includes developing managers’ skills in this area.  
• Work closely with line and staff to improve work relationships.  
• Support line managers in the implementation of the PPS and APM systems.  
• Enable line to deal with poor performance in an effective manner in terms of UCT policy and in line with labour law.  
• Assist the academic & Scientific & Technical Ad Hominem promotion process  
• Administer academic probation process in liaison with HOD, Dean and DVC | • Reduction in the number of appeals as a result of the PPS and SASP process.  
• Ad hom principles adhered to and Implementation process is smooth and effective  
• Probation principles adhered to and Implementation process is smooth and effective |
|   | Management information and reporting | 5% | • Provide customized management information reports  
• provide feedback on poor data quality to the function responsible for data quality.  
• Analyse and interpret HR data and provide input to HR reports (eg. EE plan, WSP) | • Accurate management information, including SAP reports, provided on regular basis |
|---|-------------------------------------|----|---------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 9 | Project Management                  | 5% | • Assist with development and implementation of HR projects  
• Assist in scoping project plans related to identified interventions | • Projects are implemented effectively |
## Minimum Requirements

<table>
<thead>
<tr>
<th>Minimum qualifications</th>
<th>a three-year national diploma (NQF6) in HR and/or Industrial Psychology or related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum experience</td>
<td>At least five years’ HR experience - with a minimum of two years’ demonstrated exposure in a generalist capacity.</td>
</tr>
<tr>
<td>(type and years)</td>
<td></td>
</tr>
<tr>
<td>Skills &amp; Knowledge</td>
<td>Knowledge and skill of HR profession &amp; labour legislation</td>
</tr>
<tr>
<td>Professional registration or license requirements</td>
<td>n/a</td>
</tr>
<tr>
<td>Other requirements</td>
<td>n/a</td>
</tr>
<tr>
<td>(If the position requires the handling of cash or finances, other requirements must include ‘Honesty to handle cash or finances’.</td>
<td></td>
</tr>
</tbody>
</table>

### Competencies (Refer to UCT Competency Framework)

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
<th>Competence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical thinking and problem solving</td>
<td>2</td>
<td>Building interpersonal relationships &amp; partnerships</td>
<td>2</td>
</tr>
<tr>
<td>Results focused</td>
<td>2</td>
<td>Personal accountability &amp; emotional intelligence</td>
<td>2</td>
</tr>
<tr>
<td>Client focus and customer service skills</td>
<td>3</td>
<td>Oral, written &amp; presentation communication skills</td>
<td>2</td>
</tr>
<tr>
<td>Teamwork &amp; collaboration</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>