



Job Title	HR Manager
Grade	(Manager 1)
Department/Institute	Human Resources Department
Reporting to	Director of HR
Main Objective	To supervise the payroll process, analyse payroll data, to drive productivity as well as assist in generic HR functions as directed.

1. Preparation of payroll related reports for Heads of Department as required.
2. End of year processing and reconciliation including payment summaries.
3. Check and monitor overtime by department and put across recommendations to minimize overtime
4. Ensure the compilation of Collective Agreement salary increment worksheet for review and approval.
5. Handling staff queries regarding payroll and family friendly measures.
6. Preparation of employee contracts and letters of offer.
7. Assist the HR Director in the Progression program.
8. Assist the HR Director in the Qualification sponsor program.
9. Provide advice regarding employee and industrial relations issues.
10. Create position descriptions as necessary.
11. Complete any HR assignments as directed by management.
12. Assist as directed in the recruitment process.
13. Collect market data to benchmark where relevant, MCAST key performance criteria with competitive data.
14. Assist the HR Director to drive performance management programs.
15. Assist the HR Director to drive award programs.
16. To ensure that the HR system is fully and correctly updated.
17. Working closely with various departments, increasingly in a consultancy role, to assist Department Heads to drive productivity and efficiency in their respective departments.