

## Job Description

Job Title	HR Business Partner, Malaysia (Assistant Manager Level)		
Function	Human Resources	Department	Human Resources
Reporting lines (titles): Direct line	HR Business Partner, SG & MY	Functional line	
Location/Site	Petaling Jaya	Country	Malaysia
<b>PURPOSE OF THE JOB</b>			
<p>Assume responsibility for a specified population at a location operating as the privileged single point of contact for all HR queries.</p> <p>The role will also contribute to the mission by instituting HR best practices and company policies to the stakeholder and fellow working partners in Malaysia. The right person will have deep domain expertise in HR practices and employment law across Malaysia and ready to roll up his/her sleeves to support the business.</p> <p>Steer business results and provide support to stakeholders/line managers in the area of responsibility to achieve Development, Performance Management and Employee Engagement objectives by supporting the definition &amp; implementation of the necessary people actions and interventions.</p> <p>Drive the execution of the end-to-end HR lifecycle activities in the respective business area to support the company's Mission, Vision and Strategy.</p>			
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Acts as first point of contact for social partners and local authorities</li> <li>• Acts as a trusted go-to HR person for all employees by demonstrating discretion, confidentiality and good judgement at all time</li> <li>• Possesses strong knowledge of country-specific HR practices, including but not limited to employment terms &amp; conditions, polices and statutory laws &amp; regulations</li> <li>• Provide HR policy guidance and interpretation to all levels of management/employees</li> <li>• Collaborate closely with the relevant departments to ensure the company stays in compliance with the local law at all times</li> <li>• Provides advice, coaching and support to managers on topics such as performance management, employee relations, employee disciplinary matters, employee engagement etc</li> <li>• Maintain a favorable working relationship with all employees in promoting a cooperative and harmonious working environment</li> <li>• Facilitate positive employee morale, productivity and continuous improvement of the organization</li> <li>• Responsible for candidate selection (screening, interviews, contact offers) and drive on boarding process to ensure smooth and quick integration to the company for all levels below senior department heads</li> <li>• Ensure Triumph's Values and Principles as well as the Code of Conduct are adhered and complied to at all time</li> <li>• Support the HR BP SG/MY with deployment of new global policies by engaging stakeholders, communicating and executing implementation actions within the area of responsibility</li> <li>• Support with people interventions when required</li> <li>• Is the key HR Partner for the local leadership team to ensure local engagement, cohesion and compliance</li> <li>• Supports the cohesion of the HR team locally (HR business partners and shared services)</li> <li>• Escalates compliance matters to the relevant HRBP, SG/MY in a timely manner</li> <li>• Provides regular feedback and recommendations to the HRBP, SG/MY and Corporate Centres of Excellence about local issues linked to people engagement and communication</li> <li>• Ensures that HR tools, processes and policies are embedded locally across all BUs and in line with Corporate HR guidelines</li> <li>• Maximizes organizational effectiveness, improves performance and ensures compliance within HR locally</li> <li>• Ensures a consistent approach across BUs in line with Corporate HR guidelines on Workforce Strategy and</li> </ul>			

- Planning, Performance Management, Recruiting, Compensation, Employee Relations, and Compliance
- Advises relevant global HRBPs on HR matters in line with the local regulatory environment, as and when required
- Builds strong relationships with key partners for HR outside of the company e.g. governmental bodies, labour associations, etc.
- Supports the GHRBP in implementing a cohesive, coherent people plan for the respective business area and country where the subsequent solutions and actions are aligned with the business strategy
- Provides support and advice to the local leadership team on HR and labor-law related topics
- Ensures local compliance according to GDPR for personal data collecting, transferring, storing, archiving and processing
- Collaborates closely with the local leadership team in all matters representing the company in front of internal and external stakeholders
- Takes the lead in driving the implementation of strategic projects linked (for example) to local organizational changes, labor law, compensation, collective bargaining agreements and performance management processes
- Ensures that Triumph's Values, Principles and Code of Conduct are adhered and complied to at all times.
- Oversee any ad-hoc projects or HR initiatives, when required.

#### KEY INTERFACES

Internal key customers	Area of Interface
Corporate Head of HR/ Centres of Excellence/ Global HR SSC	Alignment, feedback and escalation, compliance reporting
Local Leadership Team	Education on local labour matters, consistency of all HR matters and appropriate implementation of all Corporate HR guidelines locally
Local HRBPs and Local SSC	Coordination and alignment on all compliance topics in HR and alignment on all pan-BU topics. Coaching, guidance and support to keep cohesion of the HR function locally.
Global and Local HRBPs	Support, Guidance, Coaching and alignment
Employees	Local HR compliance, independent channel of advice and for escalation. Ensures consistency and compliance.
Works Council	Communication, Alignment, Negotiation
External key customers	Area of Interface
Union/ Employer's association	Information, Collaboration, Exchange

#### PROFESSIONAL EXPERIENCE

- Broad generalist HR experience gained across a variety of businesses, markets, cultures
- Experience as an HR leader/team management
- Operational & strategic HR experience
- Experience of leading organizational change projects
- Financial acumen
- Experience in collaboration with authorities and social partners
- Business orientation and stakeholder management at all levels
- Local labour law understanding and experience

EDUCATION REQUIREMENTS
<ul style="list-style-type: none"> <li>• Bachelor Degree Level in Human Resources or Business Administration from a recognized university</li> <li>• CIPD or equivalent certification would be an advantage, however is not a must</li> </ul>
OTHER REQUIREMENTS
<ul style="list-style-type: none"> <li>• Language Skills: Fluent in verbal and written communication skills in English, Mandarin &amp; Bahasa Malay</li> <li>• IT proficiency: Computer literate, Microsoft Office (especially Excel)</li> <li>• Other skills: conflict management, relationship building, influencing, cross-functional collaboration, project management</li> <li>• Ability to work independently with tight timelines and multiple priorities in a fast-paced environment to deliver against operational and strategic business priorities, handling operational HR activities on a local scale</li> <li>• Solid HR technical skills and knowledge in the key areas of responsibility</li> <li>• Ability to anticipate, identify, diagnose and resolve employee issues affecting business performance</li> <li>• Ability to establish relationships with all levels of a multicultural organization</li> </ul>
PERSONAL QUALITIES
<ul style="list-style-type: none"> <li>• Business and solution oriented</li> <li>• Hands-on, pragmatic, energetic and high sense of initiative and drive</li> <li>• Ability to work effectively under pressure, prioritize and meet deadlines</li> <li>• Pro-active, independent, hands-on and result-oriented person who demonstrates effective leadership in achieving positive outcomes for the business</li> <li>• High level of assertiveness</li> <li>• Strong interpersonal and communication skills</li> <li>• Effective listening &amp; strategic thinking skills</li> <li>• True team player who is comfortable working in virtual and multi-cultural teams</li> <li>• Intercultural Awareness</li> </ul>