



## JOB DESCRIPTION

**Job Title:** People Manager  
**Ref Ind:** PM

**Reports To:** MD  
**Department:** Human Resources

### 1. JOB PURPOSE

- Plan, develop and co-ordinate overall Human Resources policies, programs and initiatives to address the strategic needs of the business by maximizing the use of human resources.
- Manage functions such as talent management, performance, employee compensation, leadership development, learning, organization effectiveness, office services and stakeholder management, in support of the Company's Vision, Mission and business objectives.

### 2. MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE / TRAINING / KNOWLEDGE

|                             |   |
|-----------------------------|---|
| <b>Formal Education</b>     | Bachelor's Degree or equivalent in Human Resources, Business, or Organization Development. Master's Degree is an added advantage.   |
| <b>Work Experience</b>      | Minimum 10 years of HR experience, ideally as HR generalist   |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"><li>• Broad knowledge of several HR principles, practices, and procedures</li><li>• Ability to work independently with multiple people at many levels and work as part of a team</li><li>• Able to perform analysis using HR Data to facilitate and enable business decision making</li><li>• Strong communication skills to maintain proper line of communications with host of different stakeholders</li></ul> |

### 3. JOB DUTIES AND RESPONSIBILITIES

|    | <b>Job Area and KRAs</b>  |
|----|---|
| 1. | Manage the overall provision of Human Resources services, policies, programs and initiatives, to meet the core business objectives by understanding the business Vision, Mission and shareholders expectations.   |
| 2. | Review, develop, implement and manage the HR Strategy by understanding:<br>a. Current and future manpower requirement with emphasis on Bruneianisation<br>b. Learning and development needs to accelerate the competence and capability of staff (shore and seafarers)<br>c. Performance management process |
| 3. | Lead and manage the organizational planning process that evaluates company structure, job design that addresses issues such as succession planning, staff development, key employee retention, terms and benefits and change management.  |
| 4. | Determine and advise employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.  |
| 5. | To provide end-to-end people and culture support within BGC, in transforming the organisation to one that is accountable and high performing, with focus on developing and ensuring sustainable future for BGC  |
| 6. | Review, develop, implement fit for purpose Employee Value Proposition (EVP) to attract, retain and develop employees and ensure compliance.   |
| 7. | Manage and build BGC Skillpool and capability through talent management processes to retain high potential Bruneian.  |
| 8. | Lead team members in all aspects of people management including providing guidance, support and development to build leadership skills.   |

#### 4. COMMUNICATION AND WORKING RELATIONSHIPS

|                                     |  |
|-------------------------------------|--|
| <b>Typical Level of Interaction</b> | <input type="checkbox"/> Standard: Typical interaction is to request and provide information. Courtesy, tact and effectiveness are required.<br><input type="checkbox"/> Advanced: Influence using logic and facts. Communication is important but not critical to the achievement of job objectives.<br><input checked="" type="checkbox"/> Expert: Win the hearts and minds, changing opinion of people. Critical in achieving the job objectives. |
| <b>Primary Audience (Internal)</b>  | All BGC onshore and offshore staff   |
| <b>Level of Audience (Internal)</b> | <input checked="" type="checkbox"/> Clerical / Operational<br><input checked="" type="checkbox"/> Supervisory / Junior Professional<br><input checked="" type="checkbox"/> Middle Management / Seasoned Professional<br><input checked="" type="checkbox"/> Senior / Top Management  |
| <b>Primary Audience (External)</b>  | BGC Board of Directors, Shareholders, Government Agencies, DoE, BLNG STASCO, BSJV HR Management (BSP, BLNG, BSM), Regulators, Contractors, and vendors to whom BGC provide a service.  |
| <b>Level of Audience (External)</b> | <input type="checkbox"/> Clerical / Operational<br><input type="checkbox"/> Supervisory / Junior Professional<br><input checked="" type="checkbox"/> Middle Management / Seasoned Professional<br><input checked="" type="checkbox"/> Senior / Top Management  |

#### 6. OPERATING ENVIRONMENT

The job requires the incumbent to:

- a. Actively identify and develop local Bruneian talent and promote Local Business Development
- b. Occasionally attend meetings with Government agencies, and attending/ organizing events which take place on non-working days/ after office hours
- c. Attend officer and ratings conferences and carry out ship visits
- d. A member of the Crisis Management team (CMT) as Communication Lead and Incident Management Team (IMT) as Incident Commander and provide strategic inputs/advice.

## 7. KEY COMPETENCIES (BEHAVIOURS)

|    | Competency                    |
|----|-------------------------------|
| 1. | Managing Risks                |
| 2. | Change Management             |
| 3. | Communication                 |
| 4. | Strategic Thinking            |
| 5. | Manage Performance            |
| 6. | Decision Making               |
| 7. | Leading and Developing Others |
| 8. | Achievement                   |