

Employee Relations & Communication Leader, Asia

- Strategic and regional focus
- Based in Manila, Philippines

- Annual Cash Compensation of US\$60,000 (negotiable) + bonus + benefits

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, one of the world's largest technology and engineering company is seeking an Employee Relation and Communication Leader, Asia based in their Shared Services organisation in Manila, Philippines.

Reporting to the Head of Human Resources, Asia-Pacific, your primary responsibilities include:

- Oversee the full spectrum of employee relations & communication (ER&C) activities of the organisation and act as the regional driver and subject matter expert for all corporate and regional initiatives and programmes for 8 countries in Asia excluding China, India & Australia
- Lead, drive and facilitate the design, planning, development and execution of ER&C strategies, initiatives and programmes to align with corporate and regional objectives
- Ensure and execute an integrated employee engagement strategy across locations and ensure internal ER&C policies support current and future business plans
- Take a leadership role in ensuring corporate compliance, equal opportunity and anti-discrimination legislations are met through providing timely and accurate advice and information and implementing effective and appropriate policies, management education and communication programmes that would enable individual country to adhere to legislative requirements
- Provide direction to ER&C staff members to facilitate process improvement and to build strong local country and regional team capability across designated countries in Asia:
 - Review and design standard documentation materials, systems and processes relating to employment matters; employment contracts, alleged misconduct cases, disciplinary actions against employees and grievance handling and reporting etc.
 - Lead and support local country ER&C team in the investigation, analysis, evaluation, handling and reporting of employment issues such as unfair dismissals, harassment complaints, workers compensation and performance management issues, disciplinary cases and grievance issues, and in the provision of knowledge and case management of employee relations processes and in resolving individual disciplinary and grievance cases
 - Keep abreast of country employment laws and regulatory changes, determine the impact of new regulations and legal requirements and ensure that necessary changes are implemented in the country
 - Devise, lead and deliver workshops and training educational courses on ER and legislative related matters
 - Work with legal teams, attend employment tribunals as a witness and assist in preparing tribunal cases when required
 - Interact with unions to ensure successful resolutions of conflicts and assist with negotiations as and when required
 - Lead and support Business Leaders and HR Business Partners on all employee communication activities, including delivery of the internal communications strategies and processes to develop close employee working relationships within each country and across designated countries in the region and drive information flow throughout the organisation so as to ensure continual employee sense of belonging within the organisation
 - Provide advice and support to the Business Leaders on external and internal communication requirements and contribute to the development and execution of appropriate media relations, public relations and corporate policy activities in the region
 - Lead individual country employee communication team to champion key community sponsorship and partnership programmes

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Strategic thinking and hands-on development and implementation capability, with the ability to drive change and introduce new ideas
- Demonstrate a high level of commercial acumen and have knowledge of employment legislations for countries in Asia
- Good understanding of ER&C activities within a commercial environment
- Demonstrate a high level of knowledge and skills in the design and delivery of ER&C strategies and solutions
- Possess the ability to draft legal responses, policies, communication programmes and complex reports and able to handle and resolve sensitive employee matters and grievances
- Good customer orientation and sensitive to cross-cultural environment and consulting with multiple stakeholders
- Well-organised, agile and open-minded, able to adapt to changing environment and move with new initiatives, and prioritise workload whilst maintaining a strong customer focus
- Possess high level of spoken and written communication skills
- Strong relationship building and interpersonal skills
- Good command of written and spoken English, additional Asian languages a plus
- Computer literate

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree in Law or Human Resources related disciplines
- 12+ years in the field of ER&C Management with experience in leading small teams of people, preferably gained from within a multinational corporation

Employee Relations & Communication Professionals with experience working on employment laws for countries in Asia are encouraged to apply.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your detailed resume with a covering letter explaining your suitability for the position to ERLMS Limited on executivesearch@erlms.com. Please also indicate in the resume your current and expected salary packages.



All information collected is solely for recruitment purpose and will be treated in the strictest confidence.