



****Job Title:**** Group Human Resources Manager

****Position Summary:****

The Group Human Resources Manager will oversee and lead the HR functions across the organization's multiple locations or business units. This role involves strategic planning and execution of HR policies and practices, talent management, employee relations, compensation and benefits, and compliance with labor laws. The ideal candidate will possess excellent leadership skills, deep knowledge of HR practices, and the ability to align HR strategies with business objectives.

****Key Responsibilities:****

1. ****Strategic HR Leadership:****

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage the recruitment and selection process to ensure it aligns with the organization's strategic goals and culture.

2. ****Talent Management and Development:****

- Oversee talent acquisition, development, and retention strategies to build a high-performance workforce.
- Implement effective onboarding plans to integrate new employees into the company culture.
- Identify training needs for teams and individuals, and manage training programs to enhance their skills and knowledge.

3. ****Performance Management:****

- Design and implement a performance appraisal system that drives high performance and aligns with organizational goals.

- Ensure regular feedback mechanisms are in place to facilitate continuous performance improvement.
- Manage and resolve complex employee relations issues, conducting effective, thorough, and objective investigations as needed.

4. **Compensation and Benefits:**

- Develop and implement competitive compensation and benefits plans that attract and retain top talent.
- Ensure that compensation practices are in compliance with current legislation and industry standards.

5. **HR Policies and Compliance:**

- Develop and revise HR policies and procedures to ensure compliance with labor laws and regulations.
- Keep abreast of employment law changes and ensure the organization's HR policies remain compliant.

6. **HR Metrics and Reporting:**

- Develop and monitor key HR metrics to identify trends and recommend strategies to improve performance.
- Prepare and present reports to management on HR activities, challenges, and accomplishments.

Key Deliverables:

1. **HR Strategic Plan:** A comprehensive HR strategy document that aligns with the business objectives and outlines initiatives for talent management, employee engagement, diversity and inclusion, and organizational development.
2. **Performance Management System:** A robust performance appraisal system with clear metrics, regular review cycles, and feedback mechanisms to enhance employee performance and development.
3. **Training and Development Programs:** Tailored training programs that address the skills and knowledge gaps within the organization and support career development paths for employees.

4. ****HR Policy Handbook:**** A detailed and up-to-date HR policy manual that complies with legal standards and best practices, covering all aspects of employment within the organization.
5. ****Compensation and Benefits Structure:**** A competitive and equitable compensation and benefits structure that attracts, motivates, and retains talent.
6. ****HR Analytics Reports:**** Regular reports that provide insights into HR metrics, such as turnover rates, employee satisfaction levels, and the effectiveness of HR initiatives.

****Qualifications:****

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree or HR certification preferred.
- Proven experience as an HR Manager or similar executive role, ideally in a multi-unit or group setting.
- In-depth knowledge of HR best practices and legal compliance.
- Strong leadership and interpersonal skills, with the ability to engage and motivate a diverse workforce.
- Excellent communication, negotiation, and presentation skills.
- Analytical and problem-solving abilities, with a strategic and proactive approach to HR management.

This role is pivotal in shaping the organization's culture and ensuring the effective management of its most valuable asset—its people. The Group HR Manager must be a visionary leader capable of driving change and fostering an inclusive and high-performing work environment.

Rotania Athini

Executive Director

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