

## Assistant Manager - Talent Development

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**Union Assurance** is a leading corporate and one of the fastest growing entities in the Life Insurance industry backed by the strength and stability of John Keells Holdings PLC, one of Sri Lanka's largest conglomerates.

#### The Job Role:

The person will be responsible to lead the creation of succession planning frameworks and draft effective workforce plans for Union Assurance.

#### Principle Accountabilities:

- Developing robust plans for workforce planning which incorporate future requirements and succession planning needs.
- Conducting workforce gap analysis and assessments to identify gap reduction strategies including an evaluation of operational effectiveness, including systems, policies, and standards.
- Liaising with functional heads and HRBPs to understand the employee demand and supply metrics.
- Providing recommendations on how to structure the organization and deploy the workforce.
- Monitoring the progress against milestones, adjust the workforce plans and make course corrections to address new workforce issues.
- Liaising with line managers and other functions within Human Resources to create succession strategies and plans that align to business objectives.
- Determining effective evaluation tools for talent identification, and ensure that they are used consistently throughout the organization.
- Support the development of action plans to implement the strategies and measures for assessing strategic progress including recruiting, training/retraining, restructuring organizations, succession planning, technological enhancements, etc.
- Prepare a progress against milestones, assessing for continuous improvement purposes and adjusting the plan to make course corrections and to address new workforce issues.
- Prepare a report and keep the senior management informed on all career and succession planning operation, escalate issues or highlight major concerns, and provide reports, as required.

#### Qualifications and Experience

- A Bachelor's Degree from a recognized University in Business Administration/Human Resources or any equivalent discipline.
- Relevant full/part qualification in recognized professional institute will be an added advantage.
- Minimum 2 – 3 years of experience in the Senior Executive capacity with 8+ years overall experience in workforce planning/succession planning.
- Hands on experience in workforce planning and succession planning
- Strategic, analytical thinking with meticulous attention to detail.
- Efficiently plan and organize tasks to ensure timely completion.
- Strong adaptability, work under pressure and capacity to work in fast-paced environment.
- Ability to work independently and in a team-oriented environment.