



*Santa Fe is a leader in global mobility solutions offering comprehensive moving, relocation and records management services to corporate and individual clients in 50 countries with 120 offices throughout Asia, Australia, Europe and the Middle East. With over 3,000 staff members, we successfully relocate over 100,000 families per year.*

*Across our entire range of services at Santa Fe, we are devoted to making every customer experience exceptional. Our focus on the customer is how we have developed a world-renowned reputation for unsurpassed customer service and quality. We truly listen to our customers and shape our services to meet their unique needs. Our Mission, Vision and Values are all driven by what our customers have to say.*

***Our Mission:***     *We make it easy*

***Our Vision:***     *Deliver sustainable value through innovation*

***Our Values:***     *Quality, efficiency, people, safety, respect & ethics*

*We aim to become the best choice service provider and cordially invite high caliber and experienced candidates to join our diversified multi-national team.*

## **Group Talent Director (Ref: GTD)**

The Group Talent Director is a highly specialized position for creating and implementing the talent management infrastructure, framework, and strategies to support the organization. The major deliverable is to ensure talents of the company are properly managed through professional assessment and development through execution of initiatives and programs. The director identifies and recommends opportunities to improve and align supporting systems; creates and implements an integrated approach to talent management.

### **Objective:**

Working closely with the Group Chief Executive Officer, the incumbent is fully in charge and held responsible for the Group Talent Management to carry out the following duties: -

- Create and implement a talent management framework and strategies to support the organization
- Work with business leaders and human resources to develop and execute an incorporated approach to development, learning and talent management.
- Instill a talent mindset across the company; a focused strategy to be executed in partnership with senior executives in the company across the regions

- Direct company wide processes in high potential identification and internal candidate slating for key positions
- Develop framework and provide guidance to conduct annual performance evaluation
- Oversee and in charge of The Academy, Santa Fe's training school, to plan and develop training strategies, provide relevant curriculum, appraise and form internal and external training team
- Develop, implement and evaluate leadership programs that align with company's strategy.
- Develop communication and marketing methods in educating employees on education programs and resources.
- Provide proficient consultation on all phases of talent management such as succession management, assessment, talent pipelines, selection processes and so on.

**Requirements:**

- Bachelor degree or above in Human Resources or Training related disciplines
- Proven track record in Talent Management solutions and Learning & Development;
- Solid and hands on experience on E-Learning implementation a bonus
- Extensive experience of managing learning function and implementing talent programs gained within sizeable international organizations
- Dynamic, forward thinking with an ability to appreciate the talent market and provide talent management solutions aligned to business needs
- Strong knowledge base in competency development, work force planning, performance management, succession planning and recruiting strategy
- Good command of English with excellent presentation, written and communication skills able to negotiate and influence.
- Proficient computer skills in MS office Word, Excel and PowerPoint
- Able to work under pressure
- Employment is on local term
- Base location is flexible and could be at any of our offices in Asia, Australia or Europe

We offer attractive remuneration package to the right candidate. Interested parties, please send your resume, stating your present and expected salary, contact number and date available to our group office at **kei.wong@santafe.com.hk**. Please quote the reference **GTD** and mark **"CONFIDENTIAL"** in the subject heading.

We are an equal opportunity employer. Data collected will be used for recruitment purposes only.

# SANTA FE

## JOB DESCRIPTION

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**Name:**

**Position:** Group Talent Director

**Responsible To:** Group Chief Executive Officer

### A. DUTIES & RESPONSIBILITIES

#### **The Job:**

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#### **Objective:**

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# SANTA FE

## JOB DESCRIPTION

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### B. ESSENTIAL FUNCTIONS

- Create and implement a talent management framework and strategies to support the organization
- Work with business leaders and human resources to develop and execute an incorporated approach to development, learning and talent management.
- Instill a talent mindset across the company; a focused strategy to be executed in partnership with senior executives in the company across the regions
- Direct company wide processes in high potential identification and internal candidate slating for key positions
- Organize and conduct regional talent reviews
- Develop framework and provide guidance to conduct annual performance evaluation
- Oversee and in charge of The Academy, Santa Fe's training school, to plan and develop training strategies, provide relevant curriculum, appraise and form internal and external training team
- Develop, implement and evaluate leadership programs that align with company's strategy.
- Assure the appropriate connection of proposal and delivery methods, education and development programs to business.
- Develop communication and marketing methods in educating employees on education programs and resources.
- Provide proficient consultation on all phases of talent management such as succession management, assessment, talent pipelines, selection processes and so on.
- Work with Group and Senior Management to assess development needs, performing gap analysis, designing and leading programs that build people management and leadership skills and capabilities.

### **General**

- Attend to any duty and assume any responsibility as directed as and when required by Group Chief Executive Officer

# **SANTA FE JOB DESCRIPTION**

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## C. LIAISON:

Group Management, Regional Staff Members, Subject Matter Experts, Virtual Training Team, Customers and Suppliers

## D. SIGNING AUTHORITIES:

To be confirmed