

Position Description



Position: Chief People & Culture Officer

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	12.02.2025
PD Approved By (Position Title):	Managing Director
Position Number:	KCHPC01

Primary Purpose of the Position

The **Chief People & Culture Officer (CPCO)** is responsible for developing and leading the **people, culture, and talent strategy** of the Business Unit at Kumul Consolidated Holdings (KCH). This role ensures that the organization attracts, develops, and retains top talent while fostering a high-performance, inclusive, and values-driven work culture.

The CPCO will drive **HR strategy, leadership development, workforce planning, employee engagement, and diversity initiatives** to enhance productivity, innovation, and employee well-being across KCH's Business Unit.

Reporting Relationships

This Position Reports to:

Managing Director

Direct Reports:

Executive Assistant
Executive Manager Human Resource

Key Working Relationships (Internal & External)

Internal: - KCH Executives, - SOE Leadership, - Public Diplomacy Business Unit - Operations, - Portfolio Managers - Finance Teams.	External: - Government Regulatory Bodies - HR Consultants
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Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor's or Master's degree in Human Resources, Business Administration, Organizational Development, Psychology, or a related field.
- Certification in HR leadership, talent management, or executive coaching is desirable.

Skills, Experience and Behavioural Competencies required for this position:

Skills - Strategic HR leadership and workforce planning. - Strong interpersonal, negotiation, and stakeholder management skills. - Expertise in change management and culture transformation.
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Position Description



- Deep understanding of HR compliance, labor laws, and industrial relations.
- Ability to lead HR technology implementation and digitalization.

Experience

- Minimum 10 years of HR leadership experience, preferably in corporate, SOE, or multinational environments.
- Proven track record in people strategy, talent management, and organizational development.
- Strong experience in HR digital transformation and people analytics.

Key Accountabilities

People Strategy & Workforce Planning

- Develop and execute a comprehensive people strategy aligned with KCH's business objectives and corporate vision.
- Lead workforce planning and organizational development initiatives to ensure business growth and operational efficiency.
- Forecast talent needs, ensuring the right people are in place to support business expansion.

Culture, Employee Engagement & Performance

- Foster a high-performance culture that aligns with KCH's values and strategic objectives.
- Lead employee engagement initiatives, ensuring a positive work environment that enhances motivation and job satisfaction.
- Implement performance management systems to drive accountability and continuous improvement.

HR Policies, Compliance & Labor Relations

- Ensure HR policies, employment contracts, and labor relations comply with Papua New Guinea labor laws and international best practices.
- Act as the key liaison for industrial relations matters, ensuring strong relationships with labor unions and employee representatives.
- Oversee grievance management, conflict resolution, and disciplinary procedures.

Key Performance Indicators (KPIs)

1. Talent Acquisition & Retention
 - i. Reduction in time-to-hire and increase in employee retention rates.
 - ii. Successful execution of leadership and succession planning programs.
2. Employee Engagement & Organizational Culture
 - i. Improved employee satisfaction and engagement scores.
 - ii. Implementation of initiatives that enhance a values-driven culture.
3. Diversity & Inclusion
 - i. Increase in diverse hiring and workplace inclusion initiatives.
 - ii. Enhanced participation in employee well-being programs.
4. Performance Management & Workforce Productivity

Talent Acquisition, Development & Retention

- Oversee talent acquisition strategies, ensuring KCH attracts top-tier professionals.
- Design and implement leadership development programs to nurture high-potential employees.
- Establish succession planning frameworks for key positions across the Business Unit.
- Develop competitive compensation and benefits structures to attract and retain employees.

Diversity and Gender Empowerment

- Develop and implement DGE strategies to create an inclusive and diverse workplace.
- Promote gender equality and workplace equity, ensuring equal opportunities for all employees.
- Drive employee well-being and mental health initiatives to support a healthy workforce.

Digital HR Transformation & HR Systems

- Drive the adoption of HR technology and digital tools to enhance efficiency and employee experience.
- Implement HR analytics and workforce data-driven decision-making for business improvement.
- Oversee HR information systems (HRIS) to streamline HR processes.

Teamwork

Participate and contribute to an effective and productive team including;

- demonstrate on a daily basis personal behaviour that uphold KCH values
- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees

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- i. Effectiveness of performance review systems and employee feedback mechanisms.
 - ii. Achievement of business objectives linked to people strategy.
- 5. HR Compliance & Labor Relations
 - i. Compliance with labor laws, HR policies, and governance standards.
 - ii. Reduction in labor disputes and grievance resolutions.
- 6. HR Digital Transformation
 - i. Successful implementation of HR digital tools and automation.
 - ii. Data-driven insights improving workforce planning and HR decision-making.

Incumbent:	
Signature:	Date:

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