

ENVIRONMENTAL SERVICES JOB REDESIGN (ES JR) CONSULTANCY PACKAGE FACTSHEET

Programme Objective

With rising manpower costs and evolving client's demands, it is increasingly important for Environmental Services (ES) enterprises to transform their businesses in tandem with their workforce so as to remain competitive.

In support of the ES Industry Transformation Map (ITM), Workforce Singapore (WSG) has launched the **Environmental Services Job Redesign (ES JR) Consultancy Package** to support ES enterprises undergoing transformation. Enterprises will be able to receive funding support through the **Support for Job Redesign under Productivity Solutions Grant (PSG-JR)** for job redesign consultancy that would help them enhance quality of jobs, to be more productive and attractive for their employees.

About the ES JR Consultancy Package

The ES JR Consultancy Package aims to help ES enterprises streamline their JR efforts by focusing on these key priorities:

- a. Redesign jobs due to operations transformation/ digitalisation
- b. Increase job value and attractiveness through job enrichment or enlargement
- c. Update job profile and align human capital practices to the redesigned job role(s)

Consultancy services for the ES JR Consultancy Package will be provided by a pre-approved PSG-JR consultant. Participating enterprises have up to one year to complete their job redesign project, covering the following areas of work:

Scope of Work
<p>Phase 1 - Job Fit</p> <ul style="list-style-type: none">• Developing / Updating of Job Descriptions - Align identified job role to critical business needs including job tasks, knowledge and skills requirements, and desired attributes for ideal job performance. Skills are referenced from the Environmental Services Industry Skills Frameworks.• Training Needs Analysis - Based on the skill gaps identified in the updated job descriptions, recommendations for training will be provided, whether in the form of external facilitated training or in-house training (i.e., workplace learning, OJT) aligned to job level.

Phase 2 - Employee Fit

- **Coaching and Career Conversations for Impacted Employees** - After completion of documentary review and recommendations, a group coaching session will be conducted with the affected Job Holders, Supervisors, and HR. The goal is to communicate the new requirements of the redesigned job role, as well as how the organisation will support the transition period for the impacted employees.
- **Business Agility Mindset Implementation Session** - To gain buy-in and traction for job redesign efforts within the organisation, employees will also need to understand from the business owner's perspective. An agile business mindset will allow individuals to see the value in continually upskilling to not only help to maintain competitiveness of the organisation and drive growth but ultimately build career resilience for themselves.

Phase 3 - Business Fit

- **Implementation Plan and Project Management** - An Implementation Plan will be developed to sustain job redesign efforts upon completion of the consultancy project. It will chart out key action plans and milestones to ensure continued efforts to support staff development and job redesign outcomes. This final phase of work supports the ongoing need for organisational skills to be periodically reviewed and updated for relevance to the latest industry trends and business needs, keeping staff skills aligned to business outcomes.

About Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

Support for Job Redesign under Productivity Solutions Grant (PSG-JR) encourages enterprises to work with pre-approved consultants to redesign work processes, tasks and responsibilities. Job Redesign (JR) can support business transformation and help make jobs more productive and attractive for employees, helping enterprises to hire and retain good workers to support the business.

The Singapore National Employers Federation (SNEF) is appointed by WSG as the Programme Manager to administer the PSG-JR.

PSG-JR Funding Rates

From 1 April 2024, eligible enterprises will receive up to 50% (for SMEs) and 30% (for non-SMEs) funding of their JR consultancy services, capped at \$30,000 per enterprise.

Besides the PSG-JR funding support, eligible enterprises can also tap on the SkillsFuture Enterprise Credit (SFEC) to defray out-of-pocket (OOP) expenses for supportable programmes and components. Eligible enterprises will receive a one-off \$10,000 credit per enterprise to cover up to

90% of OOP expenses. More details can be found here: <https://www.enterprisesg.gov.sg/financial-assistance/grants/for-local-companies/skillsfuture-enterprise-credit>

Eligibility Criteria for PSG-JR Funding Support

All participating enterprises must fulfil the following criteria in order to qualify:

- Registered or incorporated and operating in Singapore; and
- Must have at least three local employees¹ at the point of application.
- Must not have signed or confirmed any contract or purchase order with the JR consultant or third party in relation to the engagement of JR-related consultancy service.
- Must not have made any payment to the JR consultant or third party in relation to the engagement of JR-related consultancy service

All applications will be evaluated on a case-by-case basis by the programme manager, Singapore National Employers Federation (SNEF).

Contact Details

Enterprises that are interested to find out more about the **ES JR Consultancy Package** can fill up [this form](#). Alternatively, enterprises may contact WSG at wsg_biz_services@wsg.gov.sg.

For more information on the PSG-JR, you may visit <https://snef.org.sg/incentives/psgjr> or contact SNEF at psgjr@snef.org.sg.

¹ Local employees can be Singapore Citizens and Singapore Permanent Residents. For enterprises related to the same parent enterprise, these affiliates will have to prove that their employees are not double counted in the enterprises applying for PSG JR.