

HUMAN RESOURCES OFFICE

Senior Human Resources Manager (Ref. 240703014)
(at the rank of Senior Executive Officer)

Duties

The appointee will be required to:

- (a) assist the Assistant Director of Human Resources in overseeing the day-to-day operation of the Division and in ensuring the Division's effective discharge of functions;
- (b) lead, guide and supervise other members of the Division to provide one-stop-shop HR services to client departments;
- (c) assist in the formulation and implementation of HR policies, procedures, systems and guidelines;
- (d) ensure legal compliance and advise client departments in respect of employment-related laws;
- (e) provide administrative/secretarial support to Committees of the University;
- (f) assist the Assistant Director of Human Resources in conducting employee counselling sessions and in handling misconduct, grievance, complaints and other sensitive HR matters;
- (g) lead and be responsible for the management of specific functions as assigned by the Assistant Director of Human Resources; and
- (h) perform any other duties as assigned by the Director of Office or her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least eight years of solid and relevant post-qualification experience at supervisory level, preferably gained from large organisations;
- (c) great adaptability and a strong sense of ownership in driving various HR initiatives;

- (d) strong leadership skills, with the courage and ability to come up with new ideas in pursuit of continuous improvements;
- (e) critical thinking, analytical, communication and interpersonal skills; with the ability to engage stakeholders at all levels;
- (f) a good command of both written and spoken English and Chinese. Fluency in Putonghua is preferred; and
- (g) good computer skills, including MS Word, Excel, PowerPoint, etc.

Shortlisted candidates may be invited to sit for a written test.

Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement.

Application

Please submit an application through PolyU's career website (<https://jobs.polyu.edu.hk/management>). **Consideration of applications will commence on 10 July 2024 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/pics_for_recruitment/.

PolyU is an equal opportunity employer committed to diversity and inclusivity. All qualified applicants will receive consideration for employment without regard to gender, ethnicity, nationality, family status or physical or mental disabilities.