

Human Resources Manager in the Human Resources Office (HRO) (Ref.: 531224)

We are looking for a Human Resource Manager for Employee Relations to join our Human Resources Office and provide high-quality HR services to our organization.

The Role

The appointed individual will be responsible for developing, reviewing, and implementing employee relations policies within the University. They will collaborate closely with the business partnering and all policy teams within the Human Resources Office and various departments to ensure effective communication and implementation of HR policies in the area of employee relations. Additionally, as a subject matter expert on employment laws and regulations, they will provide guidance to all stakeholders on legal requirements, rights, and responsibilities to ensure compliance with the law in all HR practices. The appointee will also oversee the management of employee relations cases, including disciplinary actions, disputes, conflicts, and grievances, and conduct investigations.

Qualifications and Qualities

- A good Bachelor's degree;
- 6-8 years' professional experience in HR management or administration, with a focus on employee relations;
- Profound knowledge of Hong Kong employment laws and regulations;
- Familiarity with China Labour Laws is an advantage;
- Excellent communication skills, capable of presenting ideas clearly and convincingly, both orally and in writing;
- Ability to work independently, demonstrating initiative, sound judgment, and strong analytical and problem-solving skills;
- Proven ability to manage and resolve complex employee relations issues;
- Experience in policy formulation and case management;
- A good team player who can collaborate with different internal and external stakeholders.

What We Offer

The appointment will be made on a fixed-term full-time contract, to commence as soon as possible with the possibility of renewal subject to satisfactory performance. A highly competitive salary commensurate with qualifications and experience will be offered, together with contract-end gratuity and University contribution to a retirement benefits scheme at 10% of basic salary. Other benefits include annual leave and medical benefits.

How to Apply

The University only accepts online applications for the above post. Applicants should apply online at our careers site and upload an up-to-date C.V. Review of applications will start as soon as possible and continue until **February 28, 2025**, or until the post is filled, whichever is earlier. Shortlisted candidates will be invited to attend a written test. Those who have responded to the previous advertisement (Ref.: 530436) need not re-apply.

*The University is an equal opportunities employer and
is committed to equality, ethics, inclusivity, diversity and transparency*