

HUMAN RESOURCES OFFICE

Deputy Director of Human Resources (Ref. 241211003-E)

Duties

The appointee will assist the Director of Human Resources in overseeing a number of key functions in the Human Resources (HR) Office, including the Policy Division, Information System and Administration Division, and Staff Development and Special Projects Division. He/She will assume responsibility for the planning, development, implementation and management of the University's human resource policies, systems and procedures in support of the strategic goals and objectives of the University. He/She will be required to:

- (a) provide leadership in HR policies, spearhead strategic HR-related projects/initiatives and collaborate with stakeholders on the implementation;
- (b) contribute to the University's strategic planning and development in matters related to people management including succession planning, employee engagement and change management;
- (c) assist the Director of Human Resources in ensuring smooth operation of the Office, including objectives setting and formulation of performance metrics, play a leadership role in resources deployment and workload allocation to ensure effective operation of the Office;
- (d) develop and implement risk management strategies to mitigate HR-related risks in policies and operations through effective data management;
- (e) implement innovative solutions, including the adoption of AI and process re-engineering to improve operational efficiency;
- (f) actively contribute to policy development and oversee implementation of HR policies for Mainland development initiatives;
- (g) formulate and implement staff training and development strategies for staff to meet the long-term needs of the University, including leadership development and partner with the Legal, Risk and Compliance Unit and statutory bodies to provide training on regulatory compliance and corporate governance;
- (h) lead, manage and develop the senior team and a group of professional/administrative staff under his/her portfolios;
- (i) deputise the Director of Human Resources to ensure the efficient and effective operations of the Office during his/her absence; and
- (j) perform any other duties as assigned by the Director of Human Resources or his/her delegates.

Qualifications

Applicants should have:

- (a) a recognised degree;
- (b) at least fifteen years of relevant professional and management experience at a senior level in sizable and complex organisations, preferably gained in publicly-funded institutions;
- (c) high proficiency in both written and spoken English and Chinese (Cantonese), preferably with fluency in Putonghua;
- (d) proficiency in the latest development of human resources management, in particular the adoption of technology such as AI to enhance operational efficiency;
- (e) attributes to be an innovative and effective leader with a proven track record in managing a sizable team;
- (f) critical and independent thinking with strong analytical skills;
- (g) excellent communication, interpersonal and stakeholder management skills; and
- (h) preferably a good understanding of the academic landscape in Hong Kong and Mainland China.

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 download the application form from <https://www.polyu.edu.hk/hro/docdrive/careers/form/hrform7C.docx> and submit the completed application form together with your CV via email to hrdir.office@polyu.edu.hk. **Consideration of applications will commence on 18 December 2024 until the position is filled.**

PolyU is an equal opportunity employer, dedicated to fostering an environment that embraces diversity and demonstrates inclusion of people from all backgrounds, cultures, identities and experiences where all members of the University are treated with fairness, dignity and respect. To learn more about the University's "Statement on Equal Opportunities, Diversity, and Inclusion", please visit our website at https://www.polyu.edu.hk/hro/equal_opportunities_diversity_and_inclusion/.