

Human Resources Manager (Ref: 2600465) Human Resources Office

The appointee will be responsible for (a) providing administrative and secretariat support to committees, including coordinating agenda items, preparing papers, facilitating communication, and tracking follow-up actions; (b) supporting the Senior HR Manager / Equal Opportunities and Disability Access Officer in the handling of complaints, grievances and disciplinary cases, including coordination of case logistics, documentation and follow-up actions; (c) assisting in case management processes, including preparation of case summaries, maintenance of proper records, and coordination with relevant parties; (d) supporting the review, implementation and updating of HR policies and guidelines relating to equal opportunities and compliance; (e) coordinating and supporting the implementation of training and promotional initiatives on diversity, equity and inclusion and related areas; (f) managing the administration and communication of the Employee Assistance Programme; (g) overseeing the maintenance and updating of the Staff Handbook; (h) supporting compliance-related processes; (i) supervising junior staff and providing guidance on operational matters; and (j) performing other duties as assigned by the supervisor.

Applicants should have good university degree with at least 7 years' relevant working experience in human resources management or related fields, preferably gained in sizable organisations or universities. Relevant experience in handling employee relations matters, policy development, compliance, equal opportunities work, and/or supporting committee work, and developing online training or e-learning materials will be an advantage. Knowledge of employment-related legislation and compliance requirements will also be an advantage. Applicants should possess strong interpersonal and communication skills, sound judgement and a high level of discretion in handling sensitive matters, and an excellent command of written and spoken English and Chinese. They should also be good team players, attentive to details, and able to work independently.

Applicants who have responded to the previous advertisement (Ref: 2600388) for the same position are under consideration and need to reapply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal subject to satisfactory performance and mutual agreement. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits. The appointee will hold a substantive rank of Assistant Human Resources Manager (viz., an equivalent rank of Executive Officer I) in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **The review of applications will commence as soon as possible and continue until the position is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised.

Further information about the University is available at <http://www.eduhk.hk>.

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