



ROLE SPECIFICATION

For the position of HUMAN RESOURCES AND GOVERNANCE MANAGER

with Save the Children HONG KONG

August 2019

BACKGROUND

Save the Children believes every child deserves a future. In HK and around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We delivery lasting results for millions of children, including those hardest to reach.

Are you passionate about helping children to help themselves? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

HUMAN RESOURCES AND GOVERNANCE MANAGER

Location: Hong Kong

Reports to: Chief Financial Officer

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops strategies and interventions to enable people culture aspirations
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

KEY AREAS OF ACCOUNTABILITY

Business Partner:

- Advises and supports the management executives in strategic and operative HR matters where necessary.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage existing corporate governance and compliance procedures including preparation of board materials and streamlining existing organization policies and practices in line with business goals.

Human Resources:

- Ensures the implementation of HR standards, policies, processes and training to achieve safety, quality, cost and delivery targets within the organization.
- Supervise the HR staff to perform C&B duties including monthly payroll, MPF administration, salary taxation, employee benefits, staff attendance, leave records, learning and development.
- Manage the recruitment and selection process including job posting, CV reviews, first round interviews, offer negotiations and onboarding
- Work closely with the Department Heads and line managers to meet the dynamic business and recruitment needs

- Lead the annual performance review and 360 peer review process
- Maintain employment contracts, organizational chart, position descriptions and performance objectives
- Support on performance improvement actions and plans
- Conduct regular market analysis and prepare remuneration survey for salary review purpose
- Coordinate proposals for promotion across the organization
- Implement HR policies and procedures, review and revised as necessary
- Develop and implement staff training and team building activities
- Lead Ad hoc projects as required
- Build and leverage strong and trusted relationships with the HR Community across the Save the Children family to deliver common goals for the Global movement

Administration:

- Manage the Admin Staff to provide general office support for the Hong Kong office to enhance smooth operation (including oversee office management, maintenance of office assets and supplies, office insurance and the staff travel to ensure adherence to the organization policies).
- Implement administrative policies and procedures, review and revised as necessary
- Oversee the office leasing matters
- Other ad hoc duties

Program and Fundraising:

- Formulate and establish Child Safeguarding policy and implementation of policy
- Act as Child Safeguarding Focal Point
- To support events for Program and Partnership and Philanthropy team to demonstrate the spirit of the Oneness of the organization

Governance and Company Secretariat Management

- Governance controls and procedures: act as a change agent and communicator working very closely with the business for process streamlining opportunity. Retain updated operational policies and practices in line with business needs and global requirements.
- Board Meeting coordination: Support CFO to quarterly Board and Committee meetings. Prepare meeting materials and ensure clear terms of reference are in place to clarify roles and responsibilities of Board and Board Committee
- Company secretariat: Lead all related compliance documents and resolutions

QUALIFICATIONS, SKILLS AND EXPERIENCE

- University degree in HR Management, Business Administration or related discipline
- Minimum 10 years' relevant experience in HR & Administration, of which at least 4 years' experience in managerial level.
- Well versed with Employment Ordinances and MPF and related regulations
- Familiar with various HR processes (payroll, tax, employee benefits)
- Company secretarial experience is advantageous
- Strong analytical, problem solving, project management, coaching and communication skills
- Ability to work independently, self-motivated, multi-tasks and attentive to details
- Proficient in MS Office (Excel, Word, PowerPoint and Outlook)
- Good command in written and spoken English & Chinese

APPOINTMENT TERMS

This post is on a full-time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org.

Personal data collected will be used for recruitment purpose only.