



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **HUMAN RESOURCES MANAGER / SENIOR MANAGER**

With Save the Children HONG KONG

Jan 2022

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

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

HUMAN RESOURCES MANAGER/ SENIOR MANAGER

SCOPE OF ROLE

The HR Manager / Senior Manager is responsible to advise and handle the full spectrum of HR functions including recruitment and selection, compensation and benefits, performance management, employee relations, learning and development, talent management and employee engagements. S/He will contribute to the ongoing review, development and implementation of HR and Administration strategies and other initiatives to support the service, organizational development, operational efficiency as well as the compliance of the employment and other relevant legislation. He or she will also advise and support the business functions in strategic and operative HR matters where necessary.

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 and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

KEY AREAS OF ACCOUNTABILITY:

Business Partner:

- Partner with internal stakeholders for implementation of corporate culture enhancement and staff engagement initiatives
- Work closely with the senior management team and business teams to help SCHK evolve its strategies and achieve organizational objectives.
- Have a strong understanding of the local practices and labour regulations
- A resilient self-starter, possessing sound judgement, clear communication and problem solving skills

Human Resources:

- Ensures the implementation of HR standards, policies, processes and training to achieve safety, quality, cost efficiency and delivery targets within the organization.
- Supervise the HR team to support the delivery of the HR strategic and operational responsibilities.
- Work closely with the Department Heads and line managers to meet the dynamic business and recruitment needs
- Conduct training needs analysis and propose talent development programmes in support of business growth
- Review pay structure, performance management systems regularly to maintain effective pay and benefit packages for attracting and retaining quality employees
- Develop and implement staff training and team building activities
- Leverage human resource development to spearhead the community-development agenda through coalition building between organizations, local universities and the community
- 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

QUALIFICATIONS

- University degree in HR Management, Business Administration or related discipline
- Familiar with Employment Ordinances and MPF and related regulations.

SKILLS AND EXPERIENCE

- Degree holder in HR Management, Business Administration or related discipline
- Minimum 12-15 years' relevant experience in HR & Administration, of which at least 4 years' experience in managerial level.
- Excellent business communication skills (both written and verbal)
- Proficient in MS Office (Excel, Word, PowerPoint and Outlook)
- Well versed with Employment Ordinances and practices in Hong Kong
- Take initiatives and able to prioritize and work independently with minimal supervision
- Team player, self-driven and commitment to thrive a dynamic "can-do" work spirit
- Flexible, efficient and passionate with strong analytical, problem solving, project management, coaching and communication skills
- Ability to foster strong relationships with internal and external stakeholders at all levels

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

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.