



香港教育大學  
The Education University  
of Hong Kong

*Founded in 1994 and awarded the University title in 2016, The Education University of Hong Kong (EdUHK) is a publicly funded university, dedicated to the advancement of teacher education and related disciplines through a diverse offering of academic, professional and research programmes. Celebrating its 30th anniversary in 2024, the University aspires to become a leading university in the Asia Pacific region and beyond, with a focus on educational and multidisciplinary research, development and innovation. We are committed to nurturing outstanding and caring educators and professionals as well as enhancing the impact of scholarship.*

*The University has an academic/teaching staff strength of about 450 and total student headcount of about 11,000. It has a Graduate School and three Faculties, namely, Faculty of Education and Human Development, Faculty of Humanities, and Faculty of Liberal Arts and Social Sciences, comprising 15 academic departments, as well as a number of University-level research centres and Faculty-level research and professional development centres and academies. For more information about the University, please visit <http://www.eduhk.hk>.*

*We are looking for suitable candidate(s) to fill the following position(s). If you are excited by the prospect of contributing your expertise to the development of a leading university at the heart of Asia Pacific region and beyond, we would like to hear from you.*

### **Associate Director of Human Resources**

Reporting to the Director of Human Resources (DHR), the appointee will support the DHR to formulate, develop, drive and implement innovative Human Resources strategies, initiatives, policies, guidelines, and procedures in support of the University's vision and strategic development plans.

#### **Key Responsibilities:**

- Lead and manage the operational teams which consist of both professional and support staff to deliver comprehensive, one-stop Human Resources services to Faculties, Departments, Offices, and Centres.
- Responsible for making decisions on various functional areas including talent acquisition, staff appointments, manpower and succession planning, staff separations, and compensation and benefits administration.
- Collaborate with DHR in designing, formulating and implementing HR strategies, initiatives, ad hoc projects, policies and systems for the development and continuous improvement of the HR key business processes
- Oversee and coordinate academic-related appointment exercises, such as re-appointments, promotions, and conversions to superannuable terms of appointment.
- Utilize HR Management Systems and analytics to enhance processes and decision-making related to HR.
- Drive performance management and talent development initiatives/programmes to ensure staff development and organizational effectiveness
- Serve on relevant committees under the remit of HR and any other duties as assigned

#### **Qualifications and Experience:**

- A degree in Human Resources Management, Business Administration, Social Science or a related field. A postgraduate qualification and/or professional HR certification is highly desirable.
- Extensive experience in a senior HR role within a complex and dynamic organization, preferably within the higher education sector and/or public organisation
- Demonstrated expertise in strategic HR planning and execution.
- Proven leadership and team management skills, with the ability to inspire and motivate a diverse team.
- Strong analytical and problem-solving abilities, with proficiency in HR Management Systems and data analytics
- Excellent interpersonal and communication skills, with a track record of fostering positive relationships with stakeholders at all levels.

## Application Process:

The University is being represented in this search by ConnectedGroup. Interested candidates should submit their full curriculum vitae, a cover letter outlining their qualifications and experience, and any other relevant documents to Purple Lai, Principal Consultant by email at purple.lai@connectedgroup.com.

Review of applications will start from early August 2024 and will continue until the post is filled.

Join us in shaping the future of our University and making a meaningful impact on our community.

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Attractive and competitive remuneration will be offered to suitable candidates. Salary will be commensurate with qualifications and experience. Initial appointment will be made on a fixed-term contract [applicable to internal and external successful candidates]. Re-appointment thereafter will be 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 15% of the basic salary), leave, medical and dental benefits, and where applicable, housing benefits.

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>.

**EdUHK is an Equal Opportunities Employer.**

