

JOB DESCRIPTION

1. JOB DETAILS:	
Position Title:	Head of Section – Human Resources Business Partnering
Reports to:	Head of Human Resources Department
Department	Human Resources
Location:	Abu Dhabi, UAE
Grade:	4
Prepared / Revised on:	December, 2023

2. JOB PURPOSE / ROLE:
<p>To support the Head of Human Resources in driving the HR agenda and advising the institution in all HR related aspects, including but not limited to talent management, employee relations, compensation and benefits and HR Operations. The candidate will be partnering with the relevant stakeholders and ensuring the effective utilization of HR to support the day-to-day operations and the annual HR operational plan. The incumbent will also be advising on HR strategic objectives as part of the overall strategic plan of Sorbonne University Abu Dhabi (SUAD).</p>

3. JOB DIMENSIONS		
Number of Staff Supervised:	Direct Reports:	2
	Total:	2

Key Priority	Key Activities
<ul style="list-style-type: none"> ▪ Strategy 	<ul style="list-style-type: none"> ▪ Support the Human Resources strategy in collaboration with the Head of HR, ensuring key initiatives are executed and communicated in a timely manner. ▪ Maintain an HR Calendar and design short-term and long term HR plans that support SUAD strategic plan.
<ul style="list-style-type: none"> ▪ People Development 	<ul style="list-style-type: none"> ▪ Provide leadership to the HR Business Partnering department and ensure all direct reports are aware of their deliverables and performance against their objectives. ▪ Develop direct reports by setting individual development objectives, reviewing performance, and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance. ▪ Collaborate with the Head of Talent Management to review and enhance the objective setting and performance evaluation of the entire SUAD population.
<ul style="list-style-type: none"> ▪ Reporting & Data Analytics 	<ul style="list-style-type: none"> ▪ Develop and maintain an HR dashboard that will help the Head of HR and the management in taking informed decisions. ▪ Ensure that all departmental reports are prepared timely and accurately to meet University requirements, policies and standards.
<ul style="list-style-type: none"> ▪ Talent Management 	<ul style="list-style-type: none"> ▪ Support the Head of Section - Talent management in projects and initiatives related to designing succession planning, competencies framework and well-being initiatives. ▪ Support strategies to attract and retain top talent and attract Emiratis into employment with SUAD. ▪ Post employee engagement surveys, manage the implementation of action steps.
<ul style="list-style-type: none"> ▪ Change Management 	<ul style="list-style-type: none"> ▪ Responsibility for the leadership and successful execution of several key HR projects within HR. ▪ Promote a diverse and inclusive employment culture. ▪ Work towards efficiency and speed in the delivery of HR services.

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<ul style="list-style-type: none"> ▪ Employee Relations 	<ul style="list-style-type: none"> ▪ Coach Head of Departments on HR policies and processes, inclusive of talent planning, development, state legislature, and performance management in order to promote a culture of continuous growth and development. ▪ Ensure the implementation of updates in the HR policies and procedures; monitor compliance, consistency and equity in approach to all staff issues and ensure that administrative processes are conducted in an efficient and effective manner.
<ul style="list-style-type: none"> ▪ Compensation and Benefits 	<ul style="list-style-type: none"> ▪ Support the Head of HR in overseeing the implementation of updates to salary scales (if any) and conduct job evaluation. ▪ Advice on compensation packages and stay abreast of the compensation and benefits trends in the market.
<ul style="list-style-type: none"> ▪ Liaison 	<ul style="list-style-type: none"> ▪ Act as the focal point of contact with SUAD employees and provide advice to both management and employees.
<ul style="list-style-type: none"> ▪ Continuous Improvement 	<ul style="list-style-type: none"> ▪ Maintain own knowledge of Human Resource advances and ensure regular review of all HR initiatives and results to measure the success thereof in order to plan and implement further improvements to the initiatives to achieve optimal results.
<ul style="list-style-type: none"> ▪ Budget 	<ul style="list-style-type: none"> ▪ Support the preparation of the divisional budget to ensure considerations of all operational expense in the overall budgeting. ▪ Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon.
<ul style="list-style-type: none"> ▪ Grievances and Disciplinary 	<ul style="list-style-type: none"> ▪ Lead/support with managing employee relations issues e.g. disciplinary, performance concerns and grievances. ▪ Keep a log and report frequently on all grievance and disciplinary cases.
<ul style="list-style-type: none"> ▪ Related Assignments 	<ul style="list-style-type: none"> ▪ Perform other related duties or assignments as directed by the Line Manager.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- Bachelor's degree in Human Resource Management or a related subject
- Master's degree is preferred

Minimum Experience:

- 12 years Human Resource experience with at least 6 years in a management role, preferably in the Higher Education sector

Job-Specific Skills:

- Leadership skills
- Management Skills
- Strategic planning
- Communication skills
- Advanced Presentation Skills
- Interpersonal skills
- Knowledge of HR best practice, related policies and procedures and local labour law
- Knowledge of Compensation & Benefits and Change Management
- Knowledge of the Higher Education sector and academic/support staff needs
- Languages: English & Arabic. French is an added value

Employee Name & Signature:

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Line Manager Name & Signature:

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