

## JOB DESCRIPTION

### 1. JOB DETAILS:

<b>Position Title:</b>	<b>Head of Human Resources</b>
<b>Reports to:</b>	<b>Director of Corporate Services</b>
<b>Department</b>	<b>Human Resources</b>
<b>Location:</b>	<b>Abu Dhabi, UAE</b>
<b>Grade:</b>	<b>3</b>
<b>Prepared / Revised on:</b>	<b>May, 2025</b>

### 2. JOB PURPOSE / ROLE:

To direct and develop the Human Resources function with respect to Strategic planning & development, employee relations, compensation and benefits, and other HR related services; ensuring the effective utilization of human capital to support the strategic objectives of Sorbonne University, Abu Dhabi (SUAD).

Act as the focal point of contact with SUAD management and all divisional/departmental managers to ensure collaboration in aligning departmental goals to HR support initiatives and providing advice to both management and employees.

### 3. JOB DIMENSIONS

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	<b>7</b>
	<b>Total:</b>	<b>7</b>

### 4. KEY ACCOUNTABILITIES:

<b>Key Priority</b>	<b>Key Activities</b>
▪ Strategy	▪ Implement the Human Resources Strategy in collaboration with the Director of Corporate Services, ensuring key initiatives are aligned to the University's strategic plan and communicated to all stakeholders
▪ Leadership	▪ Provide leadership to all university constituents on HR related matters and ensure all direct reports are aware of the expectations, deliverables and performance against objectives.
▪ People Development	▪ Support the university's strategy to develop human capital by ensuring individual development objectives are aligned with departmental and institutional goals, and ongoing formal and informal feedback is collected, and analysed in order to maximize all levels of institutional performance.
▪ Day-to-day Operations	<ul style="list-style-type: none"> <li>▪ Oversee the day-to-day operations of the HR department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.</li> <li>▪ Manage and supervise the activities and work of the team by providing formal and informal feedback to ensure that all activities are carried out in an efficient and effective manner and in accordance with set individual targets.</li> <li>▪ Monitor achievement of key projects, operational actions and KPIs to ensure that the HR department is contributing to the overall achievement of the institutional strategic pillars.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collaborate with finance and the executive management to ensure that the Chapter 1 (CH-1) budget is developed in alignment with recruitment and succession plans.</li> <li>▪ Responsible for monthly reports on actual to budget activities and gaps in the annual approved CH-1 budget.</li> <li>▪ Manage the departmental budget to ensure consideration and allocation of all required operational expenses.</li> <li>▪ Regularly monitor the department's financial performance against the approved HR budget so that areas of unsatisfactory performance are identified and rectified promptly, and potential performance improvement opportunities are capitalized upon.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Policies and Procedures, Reporting and related assignments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversee the Human Resources department policies to ensure that they are aligned with best practice and national and international standards and ensure all relevant procedural/legislative requirements are embedded in SUAD policy and procedural documentation and duly fulfilled.</li> <li>▪ Ensure that Human Resources policies and procedures have been duly inter-mapped with relevant departments to ensure consistency across the University.</li> <li>▪ Communicate the requirement of operational policies and procedures to all constituents and monitor adherence so that work is carried out in an efficient manner.</li> <li>▪ Ensure that all departmental reports are prepared in a timely and accurate manner to meet University requirements, policies and standards.</li> <li>▪ Collect, monitor and report on key metrics that impact performance and that will potentially reduce overall expenses while increasing productivity.</li> <li>▪ Perform other related duties or assignments as directed by the Line Manager.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Talent Acquisition &amp; Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversee the recruitment process, ensuring that potential candidates are targeted in the most effective way and that appropriate interview and assessment processes are deployed to hire the most suitable candidate as per SUAD's requirements.</li> <li>▪ Oversee performance management, employee development and leadership programs to ensure employees understand their contribution, are encouraged to grow, fairly appraised, liking performance to rewards.</li> <li>▪ Maintain and optimize organizational structure including updating organizational charts and managing job evaluation and grading.</li> <li>▪ Design and implement strategies to attract to talents and promote Emiratization.</li> <li>▪ Oversee employee satisfaction and engagement surveys, analyse results and implement action plan to enhance workplace culture and retention.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Employee Relations &amp; Compensation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversee the development and review of HR policies and procedures; ensuring compliance, consistency and equity in approach to all staff issues and ensuring that administrative processes are conducted in an efficient and effective manner.</li> <li>▪ Follow-up and implement updates of the Labour law and other relevant regulations in collaboration with the Director of Corporate Services.</li> <li>▪ Ensure employment and termination processes comply with UAE Labour Law, as per legal and governmental regulations.</li> <li>▪ Supervise monthly payroll processing, ensuring accurate and timely payments.</li> <li>▪ Develop and review reward/compensation strategy through market surveys ensuring alignment with SUAD's business needs and market trend.</li> <li>▪ Collaborate with the Director of Corporate Services to recommend reward/compensation structure inline with SUAD's business strategy.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure the identification of opportunities for continuous improvement of Human Resources activities, processes and practices, taking into account government and regional best practices, improvement of business processes, cost reduction and productivity improvement.</li> <li>▪ Regularly review initiatives to measure success and implement further improvements for optimal results.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ HSE and Compliance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compliance and Regulation: Ensure all departmental activities comply with HSE regulations and company policies.</li> <li>▪ Risk Management: Identify potential HSE risks and implement effective mitigation strategies.</li> <li>▪ Training and Education: Provide HSE training and promote continuous learning within the team.</li> <li>▪ Incident Management: Lead responses to HSE incidents, conduct investigations, and implement corrective actions.</li> <li>▪ Culture and Leadership: Foster a culture of safety and environmental responsibility, leading by example.</li> <li>▪ Continuous Improvement: Monitor HSE performance and implement best practices for ongoing improvement</li> </ul>
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### 5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

#### Minimum Qualifications:

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

#### Minimum Experience:

- Minimum of 10 years Human Resource experience with at least 7 years in a management role, preferably in the Higher Education sector.

#### Job-Specific Skills:

- Strong leadership and people management skills and competencies
- Strategic planning and execution
- Excellent communication and interpersonal skills
- Knowledge of HR best practice, related policies and procedures and local labour law
- Knowledge of Payroll processes and systems
- Knowledge of the Higher Education sector and academic/support staff needs
- Languages: Proficiency in English is required. Arabic and French are added advantage