

Human Resources Manager (Systems and Data Analytics) (Ref: 2400803) Human Resources Office

We are seeking a dynamic individual to join our team. The appointee will primarily focus on enhancing our HR applications, ensuring data integrity, and providing insightful analytics to support the strategic decision-making.

Key Responsibilities include:

- **HR Applications Management:** Oversee the complete lifecycle of HR applications, including data gathering, preparation, quality control, and security. Ensure compliance with privacy protocols.
- **Project Management:** Lead end-to-end project implementation from design and planning to user acceptance testing (UAT), scripting, and status reporting.
- **Data Analytics:** Identify user requirements to facilitate informed business decisions. Interpret data, compile comprehensive reports, and present findings to senior management.
- **Operational Oversight:** Manage HR system operations, assist in policy and procedure reviews, and support the implementation of strategic HR initiatives.
- **Training and Development:** Design and implement training plans to enhance end-users' knowledge and capabilities, ensuring successful system adoption.

The ideal candidates should have:

- **Educational Background:** A recognized degree in Human Resources Management or a related field.
- **Experience:** Minimum of 7 years of relevant experience in HR management or related fields, with substantial experience in HR technology and information systems management.
- **Skills/Attributes:**
 - Strong understanding of HR principles and business processes (e.g., performance management, learning and development, recruitment, and onboarding).
 - Demonstrated experience in project planning and implementation within large organizations.
 - Superior conceptual and analytical skills.
 - A good team player, excellent interpersonal and communication skills
 - Proficiency in both English and Chinese

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract, with the possibility of renewal 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 10% of the basic salary), leave, medical and dental benefits, and life insurance cover. The appointee will hold an equivalent rank of Executive Officer I in the University.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from September 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. 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.