



Job Title: Human Resources Manager (HRBP) - Human Resources Office

Job ID: JR100409

Job Posting Details

We are seeking a seasoned HRBP Manager with a strong background in HR business partnering and people management to be part of a dynamic HR team serving diverse client groups.

Key Responsibilities:

- Provide proactive and effective advisory services to clients, including workforce planning, performance management, talent management, employee relations, people-led initiatives and programs.
- Lead a sub-team to develop and implement HR plans and oversee the end-to-end HR lifecycle for client groups.
- Manage and develop junior staff within the HRBP team.
- Collaborate with HR Center of Excellence teams, including Compensation and Benefits, Talent Management, and Talent Acquisition, to provide expert advice and solutions for client groups.
- Address talent needs for client groups by creating development and retention plans through various talent programs to enhance the talent pool and organizational capabilities.
- Ensure operational excellence and efficiency by delivering professional and high-quality HR services, covering onboarding, appointments, movements, benefits administration, and offboarding.
- Utilize data to create compelling stories, translate analysis into recommendations, and implement solutions for driving changes.
- Collaborate with the broader HR team to align operating models, address challenges, work on team projects, and promote alignment and collaboration across teams.

The Candidate:

The successful candidate will be a dynamic HRBP with a service orientation and teamwork mindset. Desired qualifications and attributes include:

- *Bachelor's degree or higher, preferably in Human Resources, Business, Organizational Development, Industrial/Organizational Psychology, or related fields.*
- *Minimum of 7 years of HR experience, ideally in HRBP roles with progressive full lifecycle HR management experience.*
- *Demonstrated experience in people management and project management.*
- *Strong communication and influencing skills.*
- *Excellent analytical and problem-solving abilities.*
- *Strong organizational skills with a service-oriented mindset.*
- *Be a good team player, proactive and dedicated to work and have a positive attitude.*
- *Be Bold, openly participate in meetings and discussions.*
- *Proficiency in English & Chinese, along with advanced skills in business applications such as Microsoft Office suite and human resources information systems.*

(Duration: 2 years, renewable)

Starting salary will be commensurate with qualifications and experience. Fringe benefits including annual leave, medical and dental benefits will be provided. A gratuity will be payable upon successful completion of contract.

Application Procedure

In support of a green work environment, we accept applications submitted online only. To apply, please complete an online application form through the HKUST Careers website (<https://hkustcareers.ust.hk>) and return it online to the Human Resources Office. Review of applications will continue until the position is filled. Applicants will receive an acknowledgement by email upon successful submission. We thank applicants for their interest, but advise that only shortlisted candidates will be notified of the result of the application.

(Information provided by applicants will be used for recruitment and other employment-related purposes. Applicants should read the [Personal Information Collection Statement](#) before submission of application.)

HKUST is an equal opportunities employer and is committed to our core values of inclusiveness, diversity, and respect.

Human Resources Office