



Job description

HR Director, APAC

May 2021

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

Our websites have details of how we are organised and our outstanding achievements so far:

www.intostudy.com

www.intofuture.com

www.intoglobal.com

www.into-giving.com

Reporting line

The role reports to VP, HR IUP.

The Senior HR Manager, Asia and HR Assistant report to this role.

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Job purpose

To lead the delivery of a proactive HR business partnering service to our offices across Asia Pacific. This role will interface with a wide range of senior stakeholders and support the UK-based VP, HR IUP with appropriate interventions. These will include providing advice and guidance for senior managers and helping them develop solutions to problems that are effective, efficient and reduce organisational risk. This role is an ambassador for change and leading the people agenda across IUP.

Key accountabilities and duties

Role and responsibilities

- To operate as a strategic business partner and thought leader to senior managers across APAC.
- Lead the roll out and embedding of key people initiatives in APAC, such as Performance Related Pay, Performance Coaching and Management Development;
- Proactively develop strategies to respond to key business issues for APAC, and effectively and efficiently implement across the region;
- Attract and retain high performing employees by ensuring that effective recruitment strategies are put in place and that managers are appropriately trained and that this is supported by effective onboarding;
- Lead the continued development of best practice HR policies, procedures and processes which mitigate organisational risk and provides the toolkit managers need to deliver the people agenda. Ensure these are embedded to maximise fairness, diversity and support a high-performance culture ;
- Utilise effective HR management information via Workday to monitor recruitment, absence and retention, employee costs, performance coaching processes;
- Keep abreast of relevant changes in employment law and communicate relevant changes in legislation to line managers ensuring they are aware of their responsibilities;
- Support managers with the delivery of change projects through effective communication, consultation, training and development;
- To deputise for the VP, HR IUP as required.

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

This role is based in our offices in Hong Kong, with regular travel.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;

- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential
Legal Status	<ul style="list-style-type: none"> • Eligibility to work in and travel freely to and from Hong Kong.
Education/Qualifications	<ul style="list-style-type: none"> • Undergraduate degree or equivalent • Postgraduate qualification in Human Resource Management.
Experience/skills	<ul style="list-style-type: none"> • Significant experience of leading a globally dispersed Business Partnering team. • Understanding of global HR practices, with experience of leading HR functions internationally. • Independent thinker, able to proactively identify opportunities and put into action. • Able to assimilate data from multiple sources, and exercise excellent judgement in identifying appropriate solutions. • Experience of identifying opportunities for change and implementing successfully. • Ability to work on own initiative and prioritise. • Excellent understanding of inhouse Resourcing functions and current best practice. • Ability to build and manage relationships with peers and senior leaders. • Initiative and problem-solving capability. • Good sound knowledge of employment law and its practical application in a commercial environment • Ability to adapt communication style to meet the business requirements. • Able to communicate complex information in an appropriate way to meet the needs of the audience.