

Human Resources Director

1.0 ORGANIZATIONAL STRUCTURE:

1.1 REPORTS TO	:	COO
1.2 RESPONSIBLE FOR	:	All Section of Human Resources
1.3 LIASES WITH	:	All staff of SKSH, MOPA, SNUH

2.0 JOB SUMMARY

Responsible for planning, directing, organizing, and coordinating the overall activities and functions of the Human Resources department to achieve its mission, goals and objectives and to enhance its existing systems, process, and productivity. Also responsible for driving activities like recruitment, staffing, compensation structuring and employee benefits administration, employee relations, management development programs and performance management.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Setting up and implementing Human Resources Strategies and global plans

- a. Setting up of long term plans for the overall functioning of the department.
- b. Directing and recommending appropriate departmental goals, objectives, systems, programs, and priorities.
- c. Proposing modifications to the existing departmental structures.
- d. Creating department plans, annual budget and performance measurement metrics, with the application of fact based methodology and appropriate benchmarking.

3.2 Monitoring and keeping expenditure within budget.

- a. Ensuring the timely production of required reports to include departmental performance and productivity statistics.
- b. Planning the Emiratization initiative for the hospital and monitoring the progress of the plan annually.

3.3 Managing the various Human Resource sub-departments

- a. Directing the overall operations including the activities of manpower planning, recruitment, salary administration, government relations and training in order to assist the hospital achieve set objectives
- b. Working in collaboration with management to set hospital manpower and recruitment plan, forecasts and strategic planning.
- c. Ensuring that sub-departments within the Human Resources department concerning employee related activities are running smoothly.
- d. Developing and implementing a cost-effective, local and international staffing strategy for the hospital.

3.4 Reporting

- a. Ensuring appropriate accountability and compliance of the approved budget.
- b. Providing regular feedback to the senior management on Human Resources issues and assisting them in planning any new initiative for improvement in their department activities.

3.5 Maintaining client service standards

- a. Promoting customer service based philosophy to the hospital, by providing support to Human Resources clients through the development of new programs reflecting best Human Resources practices.
- b. Equipping the team to provide good services and answering queries related to services provided by the Human Resources department.

3.6 Managing the team

- a. Planning and supervising the day to day activities of the Department; streamlining processes wherever possible.
- b. Evaluating workload, conducting performance evaluation and initiating necessary disciplinary actions.
- c. Providing on the job training and orienting the team during their work activities.
- d. Understanding the training requirements of the team and communicating the same for the benefit of the training department.

3.7 Advising on Special Projects

- a. Identification and development of projects and programs that would benefit the department and the services it renders.
- b. Providing consultative services to the hospital's leadership and employees on Human Resource matters, including involvement in employee relations matters

3.8 Advising and supporting the board in major Human Resource related discussions

- a. Developing and assisting in strategic advice to the board on people management and administrative processes to improve business results
- b. Fulfilling Committee responsibilities including sitting on operational committees and task forces as appropriate.
- c. Developing and maintaining transparent Human Resources Policies and practices that build a positive work environment, promoting an organization culture that support the business strategy and values of the business.

3.9 Complying with Policies, Procedures and Practices of the MOPA Medical Office and other regulatory requirements

- a. Complying consistently with hospital policies, procedures and practices and ensuring alignment with MOPA Medical Office policies.

- b. Completing and maintaining regulatory requirements including: licensure and certification and other mandatory training within established time frames.

3.10 Maintaining Confidentiality

Maintaining confidentiality with regards to any information exchanged or received in the current capacity of role in accordance with hospital policy.

3.11 Promoting Customer Service standards

- a. Assuming the role of a brand ambassador for the hospital and promoting a customer focused philosophy in dealing with any stakeholders.
- b. Maintaining positive and effective working relationships within the department/division and also with other departments/sections within the hospital.
- c. Performing any other duties as may be assigned relevant to the basic responsibilities of the role

3.12 Adhering to the Occupational Health and Safety, Materials Management and Maintenance Standards

- a. Adhering to requirements of the Occupational Health and safety guidelines and infection control guidelines.
- b. Understanding and adhering to emergency preparedness plans/policies.

3.13 Ensuring Personal Effectiveness

- a. Recognizing the necessity of continuously developing skills and acquiring additional knowledge appropriate to the position.
- b. Dressing appropriately to meet the expectations of the specific work area and in alignment with the Occupational Health and Safety policies.
- c. Building key partnerships within the organization for pursuing client-centered, comprehensive, integrated systems of care.
- d. Complying with any regulations related to mentoring, training, and development of UAE national staff.

4.0 QUALIFICATION, LICENSURE, EDUCATION, EXPERIENCE, SPECIAL SKILLS:

4.1 Required Qualifications:

- a. Master degree
- b. Not less than 11 years of experience in a comparably sized hospital or health system.