

Brac University (BracU)
Job Description

Job Title: Joint Director of Human Resources

Position Purpose

The Joint Director of Human Resources collaborates closely with the Director of Human Resources to spearhead the strategic planning, development, and execution of HR policies, initiatives, and programs aligning with the university's mission, values, and objectives. This role entails comprehensive oversight and administration of all human resources operations within the university setting.

The Joint Director of Human Resources plays a pivotal role in fostering a diverse, inclusive, and equitable university community where all individuals can thrive and contribute to the university's success. This position offers an exciting opportunity for a seasoned HR professional to make a meaningful impact in higher education.

Organizational Relationships

Position Type: Regular

Reporting to: Director of Human Resources

Staff Responsible to you: Departmental Staff as set by the HR Director

Hours of Work: Hours required to do the job. May be required to work days, evenings, weekends, and public holidays. Must return to duty whenever needed

Functional Relationships:

1. Internal Contacts: All members of the university faculty and staff within the University structure
2. External Contacts: Local and International Human Resource Management Community, Bangladesh Government Ministries

1.0 Key Accountabilities

Specific Duties & Responsibilities

- 1.1.1 Collaborate with senior leadership to execute HR strategies that align with the university's mission and objectives. Provide guidance and direction on HR best practices, policies, and procedures
- 1.1.2 Oversee the university's recruitment and selection processes, ensuring the attraction and retention of high-quality faculty and staff. Develop innovative recruitment strategies to attract diverse talent pools
- 1.1.3 Serve as a trusted partner for faculty and staff on HR related matters. Address employee relations issues, conflicts, and grievances in a fair and timely manner, while promoting a positive work environment and culture
- 1.1.4 Implement and maintain effective performance management systems and processes. Provide support and coaching to managers and employees to enhance performance, productivity, and professional development
- 1.1.5 Identify training needs and opportunities for faculty and staff development. Collaborate with departments and academic units to design and deliver training programs that enhance skills, knowledge, and capabilities
- 1.1.6 Develop the university's compensation and benefits programs, ensuring competitiveness and compliance with relevant regulations. Review and analyze compensation data to make recommendations for salary structures, incentives, and benefits packages

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- 1.1.7 Maintain compliance with all Bangladeshi laws and regulations pertaining to employment. Establishing standards and ensuring the accuracy of HR records and documentation
- 1.1.8 Evaluate, implement, and optimize HRIS and other technology solutions to streamline HR processes, enhance data accuracy, and improve user experience for faculty and staff
- 1.1.9 Work collaboratively with all the stakeholders to support organizational effectiveness and student success. Participate in cross-functional teams and projects as and when required

1.2 General Duties & Responsibilities

The general duties and responsibilities of a Joint Director in the University are:

- 1.2.1 Protect the reputation of the University at all times by maintaining confidentiality and professionalism
- 1.2.2 Abide by all policies and procedures set out in employee procedures
- 1.2.3 Undertake any other duties as directed by the Director of Human Resources

1.3 Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred)
- Professional certification in HR is preferred
- Minimum of 10 years of progressive HR experience, with a preference for at least 5 years in a leadership role within a higher education setting

1.4 Knowledge & Skills

- Strong knowledge of employment laws, regulations, and best practices
- Excellent communication and conflict resolution skills
- Proficiency in HRIS, Microsoft Office Suite, and other relevant HR software applications
- Significant experience of providing leadership to the human resources function of a complex organization
- Strategic thinking, effective leadership, influencing skills, and strong interpersonal skills

1.5 Other Duties

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties intentions at the time of the offer of the job and acceptance of the offer.

1.6 Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature
Employee **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature
Director of Human Resources **Date**