

## Human Capital Director

### **Purpose:**

The Human Capital Director leads the development and execution of Human Capital (HC) strategies that enable StadiumCo to attract, develop, and retain top talent, focusing on building organizational capability, workforce readiness, and long-term people sustainability

### **Key Responsibilities:**

<p>Strategy and Planning</p>	<ul style="list-style-type: none"> <li>• Contribute to the development and refinement of Shared Services function strategic objectives and goals.</li> <li>• Establish Human Capital function’s plans and provide input to Shared Services function’s goals that support its overall strategic plans.</li> <li>• Prepare and present regular reports on the Human Capital function’s progress and outputs to be shared with relevant stakeholders in line with reporting requirements..</li> </ul>
<p>Budget Management</p>	<ul style="list-style-type: none"> <li>• Manage Human Capital function budgeting cycle and provide input to the budgeting process</li> <li>• Manage Human Capital function effectively within budget and report accurately on progress made and challenges encountered.</li> <li>• Investigate and propose implementing strategies that result in driving value to StadiumCo and mitigate risks.</li> </ul>
<p>Policies, Processes and Procedures</p>	<ul style="list-style-type: none"> <li>• Develop and oversee the implementation of Human Capital function’s policies, procedures and controls covering all areas of activity so that all relevant procedural/legislative requirements are fulfilled while delivering high quality and cost-effective results.</li> <li>• Monitor day-to-day activities to ensure compliance with stipulated policies and procedures.</li> <li>• Oversee the development and implementation of Service Level Agreements (SLAs) with other functions.</li> </ul>
<p>People Management</p>	<ul style="list-style-type: none"> <li>• Guide, mentor and develop the Human Capital function’s team to take larger and complex responsibilities.</li> <li>• Provide clear top-down communication to employees and bottom-up feedback to top management.</li> <li>• Set performance objectives, provide necessary support, evaluate and appraise direct reports and provide regular feedback.</li> </ul>

<p>Strategic HC and Workforce Planning</p>	<ul style="list-style-type: none"> <li>• Review and approve HC strategy and business plans ensuring alignment with StadiumCo’s overall strategy and follow up on the implementation.</li> <li>• Review and approve HC budget requirements in coordination with Finance and Admin function, ensuring abidance by budget limits and promptly address any deviations.</li> <li>• Review and approve workforce planning objectives, processes, and procedures, identifying shortages, redundancies, and excesses in workforce.</li> <li>• Review and approve the organization structure periodically to ensure alignment with strategic goals, operational needs, and evolving role requirements.</li> <li>• Oversee the development of yearly workforce plan, challenge results and provide recommendations accordingly.</li> <li>• Review succession planning strategy and organizational career paths, highlight opportunities for improvement and provide required approvals.</li> </ul>
<p>Talent and Performance Development</p>	<ul style="list-style-type: none"> <li>• Ensure performance management system documentation and tools are in line with best practices and guidelines.</li> <li>• Oversee employees’ annual performance evaluation process in order to provide rewards accordingly and solve escalated issues when needed.</li> <li>• Oversee the execution of succession and career planning ensuring alignment with individual performance results, strategic workforce plan, and organizational requirements.</li> <li>• Lead the development of training plans based on training needs assessment results and review benchmark studies on latest training topics ensuring alignment with succession planning and career progression needs.</li> <li>• Manage development of internal training courses and material for each function and level within StadiumCo.</li> <li>• Evaluate training courses, continuously recommend improvements, and develop analysis for trainings’ effectiveness and the benefits it presents to StadiumCo and its employees.</li> </ul>
<p>Talent Acquisition and Onboarding</p>	<ul style="list-style-type: none"> <li>• Lead the development of recruitment/sourcing plan and targets based on StadiumCo’s workforce needs ensuring alignment of recruitment plan with allocated budget and support in the selection of internal and external channels.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage job-specific interviews for key positions, review shortlisted candidates along with detailed justification for candidate selection and provide recommendations accordingly.</li> <li>• Ensure job offers are presented to selected candidates in a professional manner, and ensure expectations and job responsibilities are clarified to candidates.</li> <li>• Follow up on the preparation and finalization of employment papers and contracts upon a candidate’s acceptance of job offer.</li> <li>• Review onboarding checklists and guidelines and developed employee handbook for successful on-boarding.</li> </ul>
<p>HC Operations and Governance</p>	<ul style="list-style-type: none"> <li>• Oversee employee processing activities (payroll, allowance, deduction, bonus, end-of-service indemnity, insurance, etc.).</li> <li>• Manage investigation of unjustified cases of lateness/absenteeism/leaves and review impact on payroll assessment.</li> <li>• Oversee and maintain relationships with government bodies to facilitate issuance of employee related documents (i.e. immigration, work visas, residence permits, medical insurance, etc.).</li> </ul>

Experience Minimum Requirements	Education Minimum Requirements
<p>A minimum of 7+ years of relevant experience with at least 3 years of leadership experience.</p>	<p>A Bachelor’s Degree in Human Resources, Business Administration or a related field is required.</p> <p>A Master’s Degree in Human Resources, Business Administration or a related field is preferred.</p>