

# Position Specification

## Human Resources Director



**Location:** Riyadh - HQ

**Reports to:** Executive Director – People, Operations and Corporate

### **Direct Reports:**

- TBC

Qiddiya will be the Kingdom of Saudi Arabia's pre-eminent entertainment destination.

Backed by the Saudi Public Investment Fund (PIF), Qiddiya will provide a range of entertainment, sporting and cultural facilities, and will be built 40km from downtown Riyadh. It will cover a total area of 334 km<sup>2</sup>, with Phase 1 expected to be launched in 2022.

Qiddiya is formed of three distinct entities:

**Qiddiya Holding Company (QIC):** A wholly owned subsidiary of PIF, this holding company is responsible for maintaining and managing all Qiddiya investments and for the overall development and expansion of the Qiddiya brand.

**Qiddiya Development Company (QDC):** Provides full development and execution services for QIC's investments and portfolio companies.

**Qiddiya Operating Company (QOC):** Responsible for the ownership and day-to-day operations of all individual portfolio companies.

### **Position Summary**

The HR Director is accountable for the smooth and profitable operation of a Qiddiya's human resources department. He/ she will supervise and provide consultation to management on strategic staffing plans, compensation, benefits, training and development, budget, and labor relations. As HR director they will also take a leadership role in developing a high-performing culture that enables employees to perform in accordance to a firm's objectives.

The HR Directors will effectively plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals. In addition, HR directors can lead performance management, talent assessment, and effective labor relationships, including negotiating and administering labor agreements.

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### **Key Responsibilities**

#### **Responsibilities include:**

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implements human resources strategies by establishing department accountabilities, including staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Assists executive management in the annual review, preparation and administration of the organization's wage and salary program.
- Implement performance review procedures
- Oversee all aspects of Government Relations to ensure an efficient employee experience
- Support and advise Qiddiya's senior management team with manpower planning
- Implement HR policies and ensure employees understand and comply with them
- Assess training needs and coordinate learning and development initiatives for all employees
- Monitor HR department's budget
- Act as the point of contact regarding labor legislation issues
- Manage employees' grievances
- Create and run referral bonus programs
- Review current HR technology and recommend more effective software
- Measure employee retention and turnover rates
- Oversee daily operations of the HR department

### **Required Skills & Experience**

- Bachelor's degree in Human Resources Management or Business Administration.
- Master Degree in Management or related field desirable
- Minimum of ten (10) years' experience in a senior position in Human Resources Management.

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### **Personal Characteristics for Success**

- Strong effective communicator in writing, business presentations and in interpersonal communication.
- Highly developed, demonstrated teamwork skills.
- Demonstrates a high degree of confidentiality in interpersonal interaction.
- Exhibits an unusual degree of common sense in working with co-workers and the executive team.
- Experience directing the efforts of a team of diverse human resources professionals.
- Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while remaining cost-sensitive.
- Demonstrated commitment to evidence-based, measurable HR products, services, and activities.
- Must exhibit a commitment to continuous learning.
- Expert in employment law to keep the company safe from lawsuits and has a proven ability to work well in consultation with an employment law attorney.
- Strong commitment to and interest in employee relations and communication.
- Demonstrated ability to see the big picture and provide useful and strategic advice and input across the company and on the senior executive team.
- Ability to lead in an environment of constant change.
- Experience working in a flexible, employee empowering work environment. Structured or large company experience will not work here.
- Familiarity and skill with the tools of the trade in human resources including HRIS, Microsoft Office suite of products, file management, and benefits administration.
- Experience in organization development and change management.