

# United Arab Emirates Jobs Expertini®

## Employee Relations Manager (UAE National)

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Company: European Association of Zoos and Aquaria

Location: , , United Arab Emirates

Category: office-and-administrative-support

Employee Relations Manager (UAE National) Job Details United Arab Emirates Job Identification 3250 Locations Posting Date 02/27/2024, 05:24 AM Job Schedule Full time Job Description Supports disciplinary, grievance and research misconduct investigations through advice on the conduct of the meeting and format. Drafting questions, reports and correspondence to support the process. Sit on disciplinary and appeal panels and provide advice to the panel on appropriate level of sanction up to and including dismissal. Seeking the necessary support where appropriate. Support leadership teams with practical advice and guidance on how to manage formal ER issues, ensuring consistency of approach and compliance with legislation and in line with company policies, procedures and processes. Provides advice to managers and colleagues on conflict resolution as an alternative to formal Employee Relations procedures. Coaches and supports managers and colleagues to mutually resolve conflict positively. Develop and maintain good working relationships with Investigating Officers, leaders and all HR colleagues. Contribute to the development and maintenance of positive employee relations through the timely and accurate provision of advice and guidance. Keep up to date with UAE Labor Laws and developments in best practice HR and Employee Relations. Updates and audits HRIS to ensure accurate ER information is input onto the system and provides reports the HR leadership team and business as required. Deliver workshops contributing to content on a range of ER related topics. Create and maintain an ER case management log to ensure that the information is accurate and up to date. Ensure the Senior HR leadership team are updated on all ER cases. Take a proactive role in the continuous improvement in the management of

employee relations across the business.Undertake, or contribute to, specific HR/ER-related projects as requested by the HR leadership teamPromote and facilitate good equal opportunities practice across all areas of employmentProvide support and information to other HR functions and other departments as requiredDegree or Diploma in HR or Business ManagementCIPD qualification or working towards (desirable)5 years HR generalist experience3 years in ER role (Managed disciplinaries and investigations)In-depth Knowledge of UAE Labor Law, and legal regulations with ability to comprehend, interpret and apply appropriate sections of applicable laws, guidelines, regulations, and policies.Excellent English communication skills both written and verbal.Excellent Interpersonal and customer service skills.Excellent computer skills including MS Excel skills, and analysis.Able to provide remote ER support for a multi-site operation.Well organized and attention to details with the ability to plan, prioritize and manage high volume of case work and queries to meet deadlines.Strong analytical and problem-solving skills with ability to analyze data, identify trends and make data driven recommendations.Demonstrated ability to handle sensitive employee relations issues with professionalism, confidentiality, and fairness.Ability to remain calm and professional and manage difficult.Proven track record of progression in various HR disciplines, Team Management and operational hospitality/leisure/guest service experience is desirable.Multiple language skills would be an advantage

#J-18808-Ljbffr

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