

POSITION DESCRIPTION

Title:	HR Compliance Coordinator	Location:	Abu Dhabi
Department:	HR & Corporate Services	Reports to:	HR & Corporate Services Manager /Head of Emiratization
Prepared by:	HR & Corporate Services Manager /Head of Emiratization	Date:	April 2022

Overall Purpose:

To provide operational and administrative support to the Human Resources Department, ensure that the uploaded/updated policies and procedures align with the applicable laws and regulations. Communicate with relevant stakeholders to understand and update the legal register when needed. This position will be reporting directly to Human Resources and Corporate Services Manager /Head of Emiratization.

Roles and Responsibilities

- Stay up to date with all HR-related legislative and regulatory changes and ensure the changes are communicated to the HR and Corporate Services Manager /Head of Emiratization or her delegates and the relevant stakeholders if needed.
- Ensure to update the legal register when needed and provide a summary report about the impact of the changes on the existing policies, procedures ...etc.
- Responsible for contacting the legal firm when needed to exchange the required information from both parties and communicate the requirements to the relevant stakeholders.
- Update the case register report/tracker monthly and share it with the HR and Corporate Services Manager /Head of Emiratization.
- Responsible for conducting random internal audits within the department to ensure compliance.
- Work closely with the HR team members and attend employees' on-boarding and off-boarding to conduct compliance awareness sessions in line with applied laws and regulations. That includes a culture awareness session.
- Create a book log to record all relevant compliance breaches and provide correction suggestions to ensure continuous team improvement.
- Support the HR team members when needed.
- Performs other duties as assigned

QHSE & BC :

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

Professional and Academic Expertise

- Minimum of three years in Law and related administrative experience.
Bachelor's degree in Law, Compliance or equivalent
- Experience working in a Compliance/Legal or Risk Management office setting.
- Strong analytical reasoning skills and the ability to absorb and apply information quickly.
- Strong business acumen and interpersonal skills.
- Exceptional attention to detail.
- Must be self-motivated, with solid reasoning skills.
- Strong organizational skills and the ability to prioritize work and meet deadlines.
- Excellent verbal and written communication skills. (Arabic and English)
- Ability to maintain and protect the confidentiality of the data
- Ability to manage multiple priorities and adjust to change quickly.
- Ability to maintain positive interactions with internal and external stakeholders

Reviewed by:

HR & Corporate Services Manager

Change Brief

Version No.	Date	Changes
1	April 2022	New PD

Approved by

Chief Administrative Medical Officer