

POSITION DESCRIPTION



Position	Human Resources Manager – Dubai
Reports to	Head of Leadership Services and People Strategy (Perth, Australia) Dotted Line Reports: Dean, Dubai
Unit	People and Culture
Directorate	Chief People Office
Positions Supervised	Nil

Position Purpose

The HR Manager Dubai provides senior-level human resources leadership and support to Murdoch University’s transnational campus in Dubai. The role is responsible for workforce planning, strategic recruitment, employee relations and grievances, policy interpretation, and ensuring local HR practice aligns with University frameworks and local legislative requirements.

This role acts as the primary on-the-ground HR partner for senior campus leadership while working closely with Perth-based People & Culture teams to ensure consistent service delivery.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia’s second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University’s direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.

- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

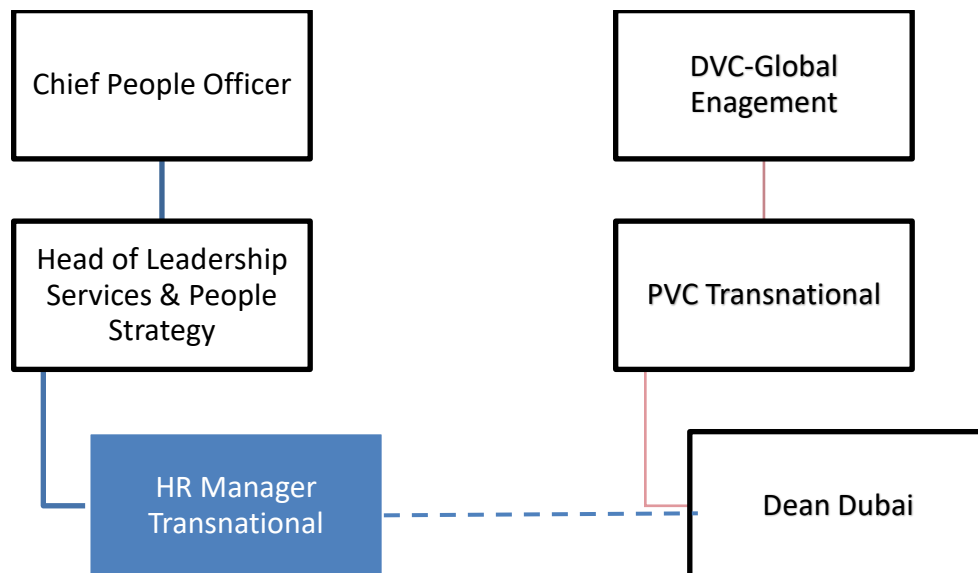
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Global Engagement area leads Murdoch University’s international activities through its campuses in Singapore and Dubai and through partnerships across South East Asia and beyond. Murdoch Dubai, established in 2008, delivers undergraduate and postgraduate programs in business, information technology, education, and media and communication, and is ranked as a Five Star education institution by the Knowledge and Human Development Authority of Dubai. In Singapore, Murdoch operates through established education partnerships, offering a wide range of programs including business, communication, psychology, and information technology, supporting strong graduate outcomes and pathways in the region.

The area is responsible for identifying and developing new international education opportunities, maintaining strong global partnerships, and supporting the mobility of students and staff to enhance international experience and identity. Through these activities, Global Engagement ensures Murdoch remains internationally connected, competitive, and aligned with the University’s vision to contribute to global society.

Reporting Relationships



Key Responsibilities/Duties

Strategic HR Partnership

1. Partner with leaders to deliver people strategies aligned to business objectives, providing pragmatic advice across workforce planning, organisational design, and change.
2. Lead and oversee organisational change and restructuring initiatives in compliance with local UAE labour laws, organisational governance requirements, and the University's change management principles and frameworks.
3. Build strong stakeholder relationships and contribute to a high-performing, service-oriented HR function across both strategic and operational delivery.

Employee Lifecycle Management

4. Hold end-to-end accountability for the employee lifecycle, including recruitment, onboarding, performance, development, and separation, ensuring a seamless and high-quality employee experience.

HR Operations & Administration

5. Lead the delivery of HR operations and administration, including employment contracts, variations, employee records, HR systems, and data integrity and other duties.

Employee Relations & Case Management

6. Oversee employee relations and case management, including performance, disciplinary matters, and investigations, ensuring fair and consistent outcomes.

Compliance, Governance & Policy Development

7. Ensure all HR activities are compliant with UAE labour law, organisational policy, and governance requirements, maintaining accurate, audit-ready documentation.
8. Develop, implement, and continuously improve HR policies, procedures, and workflows, ensuring they are fit-for-purpose, compliant, and consistently applied.

Contracts, Visas & Employment Administration

9. Oversee probation, contract renewals, and visa-related processes (as applicable), ensuring timely and compliant administration.

Recruitment, Talent & Capability Development

10. Deliver effective recruitment, workforce planning, and talent management, supporting capability development and organisational needs.

Reporting and Insights

11. Provide HR reporting and insights (e.g. workforce metrics, lifecycle data) to support informed decision-making and continuous improvement.
12. Undertake other duties as reasonably directed, consistent with the scope and level of the role.

Selection Criteria

Essential

1. Demonstrated experience partnering with senior leaders to deliver people strategies aligned to organisational goals, including workforce planning, organisational design, and providing practical, solutions-focused HR advice.

2. Proven capability in leading and overseeing organisational change and restructuring initiatives, including managing complex workforce transitions in compliance with relevant employment legislation, governance frameworks, and structured change management principles.
3. Extensive experience managing the full employee lifecycle, including recruitment, onboarding, performance management, development, and separation, with a focus on delivering a high-quality employee experience.
4. Strong capability in leading HR operational functions, including employment contracts, variations, HR systems administration, data integrity, and process improvement to ensure efficient and accurate HR service delivery.
5. Demonstrated experience managing employee relations matters, including performance management, disciplinary processes, grievances, and investigations, ensuring fair, consistent, and legally compliant outcomes.
6. Sound knowledge and application of UAE labour law and HR governance requirements, with demonstrated ability to ensure organisational compliance and maintain accurate, audit-ready documentation.
7. Experience developing, implementing, and improving HR policies, procedures, and frameworks that are practical, compliant, and aligned to organisational needs and best practice.
8. Strong interpersonal and stakeholder management skills, with the ability to build effective relationships across diverse groups.

Desirable

1. HR leadership experience within the higher education sector or a comparable environment.
2. Experience in transnational or international HR operations.
3. Familiarity with HR information systems (Workday preferred).

Work Requirements

- Based in Dubai, with frequent travel required between campuses and occasional travel to Perth and other locations as needed.
- Flexibility to work outside of standard business hours to align with Perth time zones and international partner requirements.
- Eligibility to work in the host country (Dubai), including holding or obtaining the necessary work permits, residency status, or visas.
- Ability to meet statutory requirements in host countries, including criminal history checks, financial probity checks, and any regulatory clearances.
- Understanding of and capacity to operate within host country legislative and regulatory frameworks, including those relevant to higher education and employment.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and

- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge the Emirati people as the traditional custodians of this land, with an enduring history and a deeply rooted civilisation. We recognize that Murdoch University serves in the land of the UAE. We pay our respects to the elders, past and present, of the Emirati community and the vision of the Father of the Nation, His Highness Sheikh Zayed bin Sultan Al Nahyan and other founding members of the United Arab Emirates. We honour their wisdom and contributions and strive to carry forward their legacy, united in the values of respect, sustainability, and collective action to guide future generations toward a brighter future. We acknowledge their wisdom and advice in our teaching and cultural knowledge activities.