

HR Business Partner – Asia & Middle East

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

HR Business Partner

We are an international law firm that values the intersection of personal, family, and business matters, with a focus on private capital. Our firm is built on understanding people and fostering deep, trusted relationships. We deliver value with empathy and clarity, avoiding unnecessary jargon and attitude. Our commitment to responsible business practices is unwavering, as we strive to make a positive impact on our people, clients, communities, and the environment.

The HR Function

The HR function is split across several key areas: Business Partnering; Talent and Culture which includes, Diversity, Equity & Inclusion; Reward & Benefits; Services & Policy; and Organisational Learning & Development, all working collaboratively together and with the wider business to deliver the people aligned Firm strategy. Providing a trusted, high-quality service and delivery in line with our Firm values is key to the professional reputation of the function.

Role Purpose

This role requires an experienced HR generalist to partner with senior stakeholders in Asia and the Middle East regional offices as well as providing wider support to the HR team and other offices, where required. This role will be based in our Hong Kong office and will report into the Lead HR Business Partner. The role holder will work closely with the business as a strategic partner and people professional, developing and deploying effective people solutions, ensuring that the HR value proposition and supporting capabilities are tailored to the needs of the Firm.

Roles and Responsibilities

- Advise on and comply with all relevant legal and regulatory obligations for the Asia and Middle East regional offices.
- Forge meaningful and influential working relationships the relevant Function Head (i.e. Chief Operating Officer or Divisional Managing Partner), Business Services Directors, Partners, Head of Group, managers and other key individuals in the Firm.
- Deliver people solutions that help drive Firm objectives, working closely with senior managers to help build organisational and people capabilities, working collegiately with the HR centres of excellence.
- Use evidence-based data insights to identify people priorities for the business and address future Firm needs.
- Provide HR policy guidance and interpretation to ensure compliance with legal and regulatory requirements.

- Keeping abreast of local market information and employment law which may differ by location, e.g. dependency leave, National Service requirements in Singapore.
- Provide dedicated HR support to the local offices, leading and supporting local initiatives, ensuring consistency to Firm wide strategy and HR policy.
- Provide an HR advisory and coaching service to senior management to ensure they have the appropriate knowledge and skills to effectively manage their people.
- Manage key strategic projects and support strategic initiatives across the team as required, working in partnership with the business to ensure that appropriate procedures and best practice is followed to deliver positive change outcomes.
- Implement and foster a performance management culture within the business as a means of driving business improvement by ensuring clear objectives, feedback and the improvement of client service through integration of the Firm's values and behaviours.
- Consult with and advise client groups on resourcing strategies, identify future talent and potential resourcing issues and plans, succession planning and continuous professional development, ensuring Organisational Capability Reviews are completed and regularly updated and inputting into the budgeting process.
- Manage and resolve employee relations issues; conduct effective, thorough, and objective investigations, effectively managing and remediating any risks for the Firm. Advise stakeholders on conflict resolution, fair and consistent application of policies and ensure investigations comply with employment law and local law regulators, particularly regarding confidentiality and ethical standards.
- Work closely with managers and colleagues to improve work relationships, build morale, increase productivity, and retention.
- Raise awareness of the importance of colleague engagement and wellbeing to support performance and the ability to put this into practice. Implement initiatives that comply with health and safety regulations.
- Contribute to the development of the wider HR strategy and work to ensure a cohesive and coordinated HR service across the business.
- Coach, mentor and supervise Senior HR Advisors and HR Advisors in all aspects of delivering a high quality, accurate service, providing guidance on operational HR issues where required.
- Complete the annual salary review process for the relevant Divisions or Business Service groups, working with the Reward Manager as necessary. Challenge and ensure robust justifications for bonus awards are

given by DMPs/Directors/Heads of. Ensure compensation practices comply with equal pay legislation and other relevant employment laws.

- Act as a role model in relation to our Values and Behaviours and at all times promote Diversity, Equity and Inclusion across the Firm.

Employment Law Compliance

- Ensure all HR practices comply with relevant employment laws in the relevant region.
- Regularly review and update policies to reflect changes in legislation.

Local Regulations

- Ensure HR policies and practices align with local law regulator principles.
- Comply with all relevant local legal and regulatory obligations.

Data Protection and Privacy

- Ensure HR data handling and storage practices comply with relevant data protection laws.
- Conduct regular audits and training on data privacy and protection.

Skills and Experience

- CIPD qualified (or equivalent professional body or experience) is essential.
- Speak English and Cantonese or Mandarin.
- Working knowledge of employment law and associated directives.
- Able to form strong working relationships and act as a “critical friend” when advising on areas of practice.
- Translating strategy and practical application with commerciality and business acumen.
- Generalist experience across a people lifecycle, from attraction, selection, development, employee relations, talent management and effective exit strategies.

Person Specification

- A minimum of five years' HR experience is required with at least two years working with a leadership level on a consultative and partnering basis, ideally within professional services or law or other regulated environment.
- Significant generalist experience with a proven track record of delivering high quality, commercial HR advice.
- Outstanding communication and interpersonal skills together with the ability to influence and problem solve.
- Solid negotiation, change management and project management skills.
- Strong business acumen and commercially focused.
- Working knowledge of employment law in Asia and the Middle East with proven experience of resolution of employee relations matters.
- Credible, articulate, and experienced with systems, data and analysis.
- Experience of supervising and mentoring others.
- Ability to balance competing priorities and manage to tight deadlines.
- Knowledge of employment law / practices globally would be desirable.

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

Hayley Halvatzis

Senior Talent Acquisition Manager

Hayley.Halvatzis@crsblaw.com

T: +44 (0)20 7427 6444

charlesrussellspeechlys.com

Charles Russell Speechlys LLP is a limited liability partnership registered in England and Wales, registered number OC311850, and is authorised and regulated by the Solicitors Regulation Authority (SRA number: 420625). Charles Russell Speechlys LLP is also licensed by the Qatar Financial Centre Authority in respect of its branch office in Doha, licensed by the Ministry of Justice and Islamic Affairs in respect of its branch office in Manama and registered in the Dubai International Financial Centre under number CL2511 and regulated by the Government of Dubai Legal Affairs Department in respect of its branch office in the DIFC. Charles Russell Speechlys LLP's branch office in Singapore is licensed as a foreign law practice under the Legal Profession Act (Cap. 161). Any reference to a partner in relation to Charles Russell Speechlys LLP is to a member of Charles Russell Speechlys LLP or an employee with equivalent standing and qualifications. A list of members and of non-members who are described as partners, is available for inspection at the registered office, 5 Fleet Place, London, EC4M 7RD. In Hong Kong, France, Luxembourg and Switzerland Charles Russell Speechlys provides legal services through locally regulated and managed partnerships or corporate entities. For a list of firms trading under the name of Charles Russell Speechlys, please visit <https://www.charlesrussellspeechlys.com/en/legal-notices/>.

This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.