

Job Title : Assistant Manager/ Manager, Human Resources
Business Entity : Human Resources, CRIS

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together five national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

CRIS is looking for individuals who are keen to be part of a dynamic and efficient administrative team to support the human resource function of CRIS and its programmes.

What you will be working on

(A) GENERAL

The HR Business Partner plays an instrumental role in establishing partnership with key stakeholders in alignment with the Organisation's strategies and goals. In addition to the HR business Partnering, you will be responsible for the Learning & Organization Development portfolio.

1. Build relationship as a trusted HR Business Partner with key stakeholders.
2. Provide professional advice on the interpretation of HR policies and procedures, employment legislation and other HR functions.
3. Assist to review HR policies, identify gaps in processes, and drive efficiency and necessary changes in HR service delivery.
4. Drive organisational excellence through the management and execution of HR operational processes throughout the Employee Life Cycle.

5. Ensure timely and quality delivery of HR services, provide guidance in day-to-day people matters.
6. Work closely with stakeholders to ensure up-to-date training needs.
7. Identify competency gaps by conducting periodic training needs analysis and develop learning and development roadmap where required to close these gaps.
8. Curate and implement learning solutions as CRIS embraces new business priorities, digital transformation, and new Learning Management System.
9. Partner stakeholders to drive employee engagement that include culture change campaigns, employee engagement survey etc.
10. Drive the wellbeing, culture and value agenda for CRIS

What we are looking for

(A) EDUCATION, TRAINING

Degree in Business / HR or related field, with preferably at least 8-10 years as HR Business Partner or HR Generalist functions

(B) EXPERIENCE

1. Prior experience in the area of learning & organizational development would be advantageous.
2. Prior experience in healthcare or grant based institution would be preferred.
3. Demonstrated strong HR knowledge in operations, good foundation and understanding of HR practices and processes.

(C) ATTRIBUTES

1. Meticulous, problem-solving and analytical mindset.
2. Excellent communication skills and ability to engage stakeholders at different level.
3. Resourceful, strong initiative and self-motivated
4. Excellent Microsoft office skills including power-point, excel, word etc.

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Assistant Manager/Manager (Human Resources)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>

- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>