

# Foster + Partners

## Role Summary

Foster + Partners is a global studio for sustainable architecture, urbanism, engineering and design, founded by Norman Foster in 1967. The practice was founded on a philosophy of innovation, sustainability and design. Over the years, these values have been central to the creation of many of the world's most iconic buildings and are still at the core of the practice today. Foster + Partners are experiencing a period of exceptional growth and has doubled in size over the last few years.

Over 2,500 colleagues spread over 22 countries enable our success. They are creative, dedicated, and hold deep technical expertise. We are bound together by an inclusive culture rooted in collaboration, collective challenge, and a competitive edge.

This role provides comprehensive HR advisory and operational support across all GCC offices. Based in Riyadh, the position partners with leaders, managers, and employees to deliver a consistent, legally compliant, and high-quality HR service that supports organisational performance and growth in the region

## Role Definition

**Job title:** Human Resources Advisor (GCC Region)  
**Reporting to:** HR Advisory Lead  
**Location:** Riyadh, Saudi Arabia  
**Coverage:** Saudi Arabia, UAE, Qatar, Kuwait

## Responsibilities

- Provide a comprehensive advisory and support service to Head of HR, members of the HR Department, managers and employees across all GCC locations
- Ensure HR practices are aligned, consistent, and adapted to local labour laws in each GCC country
- Recruitment - Provide an efficient and effective recruitment service across the GCC, including sourcing, interview support, coaching and supplier management
- Lead regional hiring initiatives and contribute to strategic workforce planning
- Contracts - Oversee the production of contracts and agreements to ensure they are legally compliant and service organisational requirements for all GCC jurisdictions ensuring legal compliance
- Advise on salaries and reward packages in conjunction with F+P policy and GCC market benchmarks.
- Manage regional and international mobility processes, including work permits, residency visas, and right-to-work compliance for all GCC employees
- Conduct induction sessions, verify documentation (qualifications, right to work, IDs), and ensure seamless onboarding across GCC offices.

- Maintain high-quality employee experience from joining to full integration.
- Training - Advise on appropriate learning and development solutions for the region
- Benefits - Manage and administer the various benefit schemes including annual reviews and salary review in conjunction with the Rewards and Benefits team based in London
- Family Friendly Policies - Provide advice and manage the process in line with entitlements in each GCC jurisdiction
- Performance -Support managers in applying performance standards consistently across GCC offices
- Employee Relations - Managing absence and sickness. Manage ER issues such as reorganisations, redundancies, disciplinaries and grievances across all GCC jurisdictions. Ensure the HR Advisory Lead is updated on all contentious issues
- Policies & Procedures - Implementation of F+P and HR policies, procedures and processes across the GCC ensuring alignment with local labour laws and organisational standards.
- Maintain an up-to-date understanding of employment legislation in all GCC countries.
- Ensure HR matters are handled fairly and consistently in line with legal and Company requirements for the GCC region
- Leavers - Oversee the end-to-end offboarding process including final settlements, visa cancellation, exit interviews, documentation, and HR system updates
- Information - Provide information including statistical analysis and reports
- Documentation - Prepare documentation using the HR Department templates
- Recognise and action when issues need to be escalated to the Head of Human Resources
- General Administration - Maintenance of HR procedures, HR templates and KPIs, hard copy and electronic filing, maintenance of HR database, records and systems
- Prioritise - Manage priorities of casework and projects
- Employment legislation - maintain up to date awareness of employment legislation
- Champion Equity, diversity & inclusion (EDI) across GCC regions

#### **Qualities, skills and experience required**

- Legally able to work in the country in which the position is based.
- Able to demonstrate proficiency in the responsibilities of the role
- CIPD qualified or equivalent certification
- Strong knowledge of Gulf labour laws (KSA, UAE, Qatar, Kuwait, in particular)

- Fluent in English (written and spoken); Arabic proficiency highly desirable.
- Excellent Microsoft office skills particularly Excel and Word, knowledge of HR systems would be useful
- Excellent administration skills
- Excellent organisation skills and the ability to co-ordinate and manage people, events and data
- Methodical, accurate and have excellent attention to detail including accurate data entry skills
- A professional approach to HR with the ability to deliver high employee satisfaction
- Able to demonstrate initiative and a pro-active approach to daily tasks
- Be committed to maintaining and promoting the high standards of the role, department and Company and maintain a high standard and professional image at all times
- To ensure discretion is exercised when dealing with sensitive information and enquiries and to ensure confidentiality is maintained at all times
- Excellent written and verbal communication skills including being able to draft documents with grammatical accuracy and ability to communicate well across all levels of the organisation, building rapport with key members of management
- Can quickly establish credibility and build good working relationships
- To maintain at all times, a friendly, courteous and helpful manner to colleagues, callers and visitors
- Able to work as part of an effective team assisting and supporting HR team members
- Professional and confident telephone manner
- Demonstrate enthusiasm, flexibility, commitment and reliability
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Able to work to deadlines and timely delivery of information
- Must enjoy working in a very busy, fast paced environment
- Be punctual and reliable
- Smart personal presentation and able to act as an ambassador on behalf of the HR Department and Foster + Partners
- Understand the professional architectural qualifications desirable but not essential

### **Why Join us?**

This is a rare opportunity to join Foster + Partners at a pivotal point in our Talent Acquisition transformation. You'll shape how we attract and hire the best minds across an incredibly diverse portfolio – from engineering to IT, from

model making to corporate leadership. If you're excited by the idea of building a world-class team, partnering with brilliant people, and delivering with creativity and quality every day, we'd love to hear from you.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time.

There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.