



HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校

SHENZHEN QIANHAI 深圳前海



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校

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TALENT MANAGER JOB DESCRIPTION

Job Title:	Talent Manager
Line Manager:	Head of Human Resources

Purpose of Job

The jobholder will be responsible for delivering an efficient and compliant recruitment service across the school for both expatriate and local staff.

Duties and Responsibilities

Recruitment

- Manage the recruitment for both non-academic and academic positions – responding to all speculative applications and agencies as appropriate and passing CV's on for further consideration.
- Lead and manage two HR Officers to ensure schools recruitment needs are fulfilled.
- Assist the hiring manager in the production of job descriptions and identifying key competencies for each role.
- Liaise with agencies and organise the advertising of roles internally and externally as appropriate.
- Screen CVs and complete first stage interviews for professional and support staff as required.
- Conduct relevant employment checks on all locally hired employees and prepare job offers to the successful candidates.
- Prepare offers, contracts for all staff and manage the contract renewal cycle.
- Schedule interviews as required and log teachers' recruitment and applicant activity.
- Maintain effective recruitment tracker and analysis of all recruitment, retention, staff turnover.
- Providing necessary information and data to the Head of Human Resources for use in Board Reports.
- Ensure that all recruitment administration is completed in a timely manner in conjunction with team members.
- Work with the Head of Human Resources on staff retention, marketing in relation to recruitment and talent planning.
- Make suggestions for improvements to processes to improve user experience.
- Act as a super user of all recruitment platforms at Harrow Shenzhen Qianhai.

General HR administration

- Updating and maintaining employee records in systems/database.
- Compile and produce timely management/statistical data and information as required.
- Contractual administration and monitor probationary periods for new appointments and send out relevant paperwork to managers and staff.
- Assist in ensuring of the effective communication and implementation of Performance Management system.
- Cooperate with other department and provide HR data support or advice on government missions.

Training and Development

- Lead the induction programme for new employees.
- Train other employees on recruitment portal use and recruitment procedures.

Employee Communication

- Lead on and conduct on-boarding and off-boarding process for locally employees and prepare relevant documentation.
- Lead the preparation and communication for onboarding of expat employees.
- Have a good understanding of HR law in particularly relating to contracts, terms and conditions, discrimination, dismissal processes, grievances, etc.
- Assist the line manager in communication with all staff as appropriate, on human resources matters that affect them.



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- Respond to queries and requests for information on HR policies, working conditions, performance management systems etc.

Other

- Line manage two HR Officers
- Cover for the team member as required.
- Provide other support assigned by line manager.

Requirements

Minimum Academic Degree required

Qualified to degree level in a relevant subject.

Professional skill and knowledge required

Mandatory

- Work effectively with a diverse range of people and in a team.
- Excellent inter-personal skills and a good understanding of human relationships.
- Understanding and practical knowledge of employment law and employer best practice.
- Ability to work with confidential information.
- Ability to self motivate and use initiative to complete tasks.
- Strong spoken and written English skills.

Desired

- Middle level qualification(s) in Human Resources

Experience

- Experience in a working in an International school environment.
- Experience of working in a similar role.
- Demonstrated experience in applying human resources management protocols.
- Experience of working with Safeguarding protocols would be an advantage.

IT Skills

- Microsoft Office and knowledge of relevant software's.
- A knowledge of modern technology and social media
- Experience of HRIS is preferable.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.