

HEAD OF HR JOB DESCRIPTION

Job Title:	Head of Human Resources
Line Manager:	Head Master
Job Grade	G7

Purpose of Job

- The Head of Human Resources is responsible for formulating and implementing the HR strategic plan and operations to ensure that the School attracts and retains high calibre staff and an aligned and engaged workforce.
- The scope of the role includes but not limited to oversight of recruitment of teaching staff and educational support staff, leading the compensation and benefits development, employee relations and management of HRIS. The Head of Human Resources is a member of the Senior Leadership Team.

Duties and Responsibilities

HR Strategies

- Develop HR strategies in conjunction with the vision, mission and values of the School.
- Be a role model for the School, delivering on the School's values and ethos.
- Develop and implement HR strategies, policies and procedures to maintain a sustainable, productive and engaged workforce.
- Work with Harrow International Management Services to develop and implement regional policies and practices to achieve the School's goals and objectives.
- Work with all stakeholders, including staff, Governors and HIMS to communicate the objectives of HR strategies.

Staffing Plan & Talent Acquisition

- Lead and manage staffing plan and talent acquisitions.
- Supervise the Talent Manager to establish effective recruitment channels for the recruitment of a top quality workforce aligned to the School's strategic vision.
- Retain talented staff through developing an efficient and transparent compensation and benefits plan.
- Forecast and manage the School's staffing plan and personnel cost in line with the development plan of the School.
- Lead the job analysis project and work with stakeholders to review job descriptions and the School's staffing structure.
- Manage resource allocation across the team and further develop highly capable communications professionals; lead group discussions and find solutions to team-wide challenges

Compensation and Benefits

- Formulate and implement compensation and benefits strategies.
- Make recommendations for compensation and benefits adjustment to existing practices when appropriate.
- Conduct market benchmarking survey, develop and recommend compensation policies, procedures and practices for maintaining external competitiveness and internal equity throughout the School.

- Work with Head of Finance to prepare and manage the HR budget.

HR Compliance

- Ensure the HR policies and practices are in line with the legal regulations and local compliances.
- Establish and maintain regular communications with various legal authorities, including but not limited to the Education Bureau, Immigration Department and Labour Department, for better understanding of and application of legal and regulatory requirements.
- Keep up to date with the latest China Employment Ordinance.
- Establish relationships with external organisations including government bodies, HR service agents and recruitment agents.
- Manage staff issues and legal HR matters as and when necessary.
- Provide professional HR advice to the Head and Governors as required for the best interest of the School.

Learning, Development and Performance Management

Through supervision of the HR team:

- Ensure learning needs are collected through the annual appraisal exercise and meetings with team leaders of non-academic teams.
- Ensure all L&D activities in non-academic teams are in line with the overall staff development strategy.
- Facilitate the Orientation for all new staff according to the HR Calendar.
- Ensure learning effectiveness analysis and come up with improvement plan.
- Make sure the timeline is followed for each stage in the annual appraisal plan.
- Provide clarity and support for team leaders during the annual appraisal process.
- Help the Headmaster & Chinese Principal to arrange necessary trainings and sharing activities to improve the managers' awareness and capacity in dealing with performance issues and improve their leadership skills.

HR Department Management

- Supervise the HR Manager and Talent Manager to oversee the full human resources day-to-day operations.
- Review and streamline the workflow regularly where necessary in order to ensure the efficiency of the department.
- Develop HRIS to reduce the manual work and enhance the data security.
- Encourage positive and transparent communications within the HR function.

Staff Relations

- Provide advice and answer enquires from staff members for their concerns on contract signing, career development etc. Identify the common concerns in order to work out or adjust HR practices to address their needs.

Other

- Implement safeguarding procedures at the School.
- Undertake duties as the Line Manager or Head Master may reasonably request.
- Liaison for HR related committees

Line Management

- HR Manager
- Talent Manager
- Oversight of all employees in the Human Resources Department.

Requirements

Minimum Academic Degree required

- Qualified to degree level in a relevant subject.

Professional skill and knowledge required

Mandatory

- High levels of personal and professional integrity.
- Ability to exercise discretion and confidentiality.
- Sound judgement and the ability to take difficult decisions to resolve issues, especially when under pressure.
- Customer-oriented and a professional approach to internal and external stakeholders at all times.
- Personal warmth to engage positively and gain confidence of pupils, staff and parents.
- A passion for excellence and a commitment to the ongoing development and implementation of the school's vision.
- High levels of communication skills.
- Strategic mind-set with a hands-on approach.
- Qualification(s) in Human Resources.
- Strong written and spoken English.

Experience

- Experience of working in an international school environment.
- Proven knowledge and experience of the HR function in a similar role.
- Demonstrated experience in progressive responsible management and leadership with skill in program development and execution.
- Experience of working with Safeguarding protocols would be an advantage.

IT Skills

- Microsoft Office and knowledge of relevant software.
- 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.

*Harrow is committed to the safeguarding of children
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*