

HR Manager

Summary

The HR Manager is responsible for the school's Human Resource strategy and policy, including the support to senior-level decision making by providing appropriate advice on policies and procedures. This role supports and advances the mission and vision of the school, supports and promotes the goals of the IB program, supports and advances international education and reports directly to the Head of School.

Reports to: Head of School

Department: Human Resources

Key Expectations

- Encourage and support the promotion of staff wellbeing and welfare, diversity and equality.
- Ensure Stonehill attracts and retains exceptional talent, with competitive recruitment, retention and reward strategies.
- As a member of the SMT, support the needs of the school through the provision of appropriate HR strategies and high quality HR policies, systems and processes.
- Provide proactive, expert advice on the organisational development of the School, with particular regard to the design and implementation of organisational structures
- Act as a one point contact for all HR Related communication and queries for all employees
- Lead, motivate and manage the HR Department, to deliver a responsive, solutions focused service to inform and shape HR initiatives and drive continuous improvement to ensure the behaviours and attitudes of staff and service delivery reflect appropriate professional standards.
- Through appropriate external networking, maintain current and up to date knowledge of changes and HR best practices to ensure that the HR function stays compliant as well as innovative.
- Provide HR support to the Head of School in any other projects initiated

Specific Duties

1.0 Recruitment and Hiring

- In collaboration with the ELT and SMT, developing the staffing plan, compensation and benefits plans including their costing
- Ensure recruitment and remuneration arrangements are including all terms and conditions of employment for all staff.
- Responsible for coordination and communication during the induction programme to ensure a first class on-boarding experience for all new employees or following a promotion.
- Determines which positions are authorized for hiring, in cooperation with the Head of School
- Solicit applicants, reviews resumes, interviews applications as requested, makes recommendations, conducts background checks on applicants
- Track hiring process for all positions
- Determine compensation for new hires, in cooperation with the HoS
- Oversee orientation to all new employees, including part-time employees, summer school staff, and contractors, in addition to regular, full-time faculty, admin and boarding staff
- Manage the relocation process for appropriate new faculty
- Oversee the Visa application process for appropriate faculty

2.0 Employee Retention / Termination

- Provide leadership and professional advice and guidance to ELT and SMT on all employee relations issues, supporting complex casework (disciplinaries, capabilities, termination, grievances etc.) to ensure consistency across the School
- Support the School in the development and implementation of staff engagement and communication strategies.
- Conduct surveys to devise mechanisms to be in touch with employees and evaluate what is going on well and what is not. Addressing the findings of the surveys and/or feedback forms.
- Oversee consistent evaluation and appraisal process for Primary School, Secondary School and Administration
- Oversee performance evaluations for all employees
- Create and implements salary scales for all categories of employees
- Monitor termination process to ensure legal and ethical propriety, and compliance with SIS mission
- Liaise with legal advisors on contractual obligations when appropriate
- Maintain records of contract termination as appropriate for future reference
- Manage notification of contract termination to appropriate departments

3.0 Administration of Staff and Faculty Benefits

- Plan and administers benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement
- Direct preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and sabbaticals
- Analyse existing benefits policies of organization and prevailing practices among similar organizations to establish competitive benefits programs

4.0 Professional Development

- Work in collaboration with the ELT and SMT to develop a high-performance environment, ensuring the delivery of effective appraisal processes and associated programmes and initiatives to support the enhancement of all staff performance and leadership and management capabilities. (Goal setting and appraisal process)
- Lead and collaborate on the design and implementation of an integrated talent management strategy, succession planning and career development programmes.
- Act as a coach to senior and middle management to support the development of leadership and people management skills.
- Oversee the professional development plans and schedule for academic staff (have an overall understanding).
- Organise and coordinate group training and development for all admin staff by planning and implementing PD
- Organise and Coordinate mandatory trainings for Prevention of Sexual Harassment (POSH) and Child Safety
- Provide training and guidance to supervisors on employment laws, interviewing, discipline, terminations, etc.
- Coordinates professional development training for academic and admin staff along with ELT, Group HR

5.0 Policy Administration and Record Keeping

- Designing and implementing relevant school policies that promote a healthy work environment
- Write and maintain Employee Policy handbooks
- Monitor compliance with Employee Policies

- Participate in various professional education surveys including compensation and benefits
- Maintain employee personnel and benefits records in compliance with laws and regulations
- Maintain records on employment eligibility, driving eligibility, professional development, health and safety
- Maintain a employee relations programme and strategies
- Serve as anti-discrimination officer
- Oversee implementation and enforcement of confidentiality, conflict of interest, discrimination and other policies relevant to employee relations
- Guide employees in seeking resolutions to employee relations concerns