

HUMAN RESOURCES MANAGER

At Oslo International School (OIS), our people and culture are the cornerstone of our success. Our goal is to promote a healthy work environment that allows all members of the staff to thrive and perform their jobs to the very best of their abilities. As the Human Resources (HR) Manager, you play a crucial role in fostering this culture and managing employee relations, implementing HR policies and procedures, overseeing benefits and compensation, and supporting employee development. Your work ensures that all staff members have the resources they need to succeed, contributing to the school's overall success.

Reporting to the Director of Finance and Operations and working closely with the HR and Payroll Coordinator and all leaders and staff members, this new position plays a key role in maintaining a positive, professional, and highly effective work environment.

Key Responsibilities

- Develops and implements HR policies and procedures that align with the school's mission, vision, and values.
- Oversees all aspects of employee compensation, pension, and benefits programs.
- In collaboration with the Health, Safety, Welfare committee and others, develops and implements programs to enhance staff satisfaction, engagement, health, and wellbeing.
- Supports the execution of performance evaluations and improvement efforts across the school.
- Provides guidance for leaders and managers to ensure compliance with school policies, best practices, and relevant Norwegian labour laws and protocols.
- Manages full and complete employee records, ensuring compliance with employment laws and regulations.
- Provides relevant education and resources for staff. This could, for example, include new employees in transition, seniors, and those preparing for retirement.
- Develops and executes professional protocols related to all staff leaves of absence.
- Supports international employees with immigration and integration-related processes, laws, regulations, and taxes.
- Collaborates with other leaders to develop functions to attract, onboard, support, develop, and retain exceptional professional staff.

Additional Responsibilities

- Partners with leaders to resolve employee relations issues.
- Stays updated on current HR management trends and makes recommendations for organisational improvements.
- Conducts regular staff satisfaction surveys, helping the school use these to improve.
- Performs periodic reviews of the OIS Staff Portal to ensure resources available to staff are updated, clear, complete, and well-organised.



Requirements

- 5+ years of experience in an HR or similar role, ideally in Norway
- Fluency in English and Norwegian
- Strong communication, leadership, and problem-solving skills
- A proactive and professional working style with an attention to detail and respect for confidentiality
- Bachelor's degree in human resources or a related field, or equivalent qualification

To apply

Send a cover letter succinctly describing some of the ways in which your experience and expertise make you a suitable candidate for this position at our school to jobs@oslois.no, attaching an updated CV or resume. In the email subject line, please include the position title.

Candidates are urged to apply no later than 17 April 2023. OIS reserves the right to move forward with interview and selection processes as suitable candidates apply.

