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| <b>LOCATION</b>   | The British International School Abu Dhabi   |  |
| <b>JOB TITLE</b>  | HR Officer   |  |
| <b>JOB PURPOSE</b>  | The HR Officer will ensure day to day deliverance of effective HR Practices together with the HR Manager and HR Administrator. |  |
| <b>REPORTING TO</b>   | HR Manager   |  |
| <b>DIRECT REPORTS</b>   | N/A  |  |
| <b>OTHER KEY RELATIONSHIPS</b>  | Employees, Line Managers, Stakeholders   |  |
| <b>PACKAGE</b>  | Competitive  |  |
| <b>KEY RESULT AREA</b>  | <b>MEASURES OF PERFORMANCE</b>   |  |
| <p><b>Duties and responsibilities</b></p> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Coordinate with the School recruitment process from start to finish in liaison with the Principal and PA To the Principal</li> <li>• Administration of Jobtrain Recruitment Database</li> <li>• Write job adverts and place in relevant publications.</li> <li>• Produce standard job descriptions, person specifications and selection criteria for all school positions</li> <li>• Generate applicant information pack for the School</li> <li>• Responsible for the smooth delivery of the offer process ensuring letters and contracts are sent to successful candidates.</li> <li>• Negotiate partnerships with appropriate recruitment agencies, service providers and set up service level agreements, with the best rates and service.</li> <li>• Responsible for ensuring all applicants and candidates receive a professional service unrivalled by our competitors.</li> <li>• Conduct reference and background checks for possible candidates</li> </ul> | <p>Performance<br/>Development Plan<br/>Performance Appraisal</p>  |  |
| <p><b>Induction and On-boarding</b></p> <ul style="list-style-type: none"> <li>• Ensure that once offered - all candidates are communicated with regularly ensuring all relevant documentation required for employment are collected and collaborated with HR Administrator</li> <li>• Assist with overall work permit application ensuring it is delivered in a timely manner, with assistance from the School PROs.</li> <li>• Coordinate with the booking of travel where necessary</li> <li>• To Coordinate with Housing Manager to ensure new staff accommodation requirements are appropriately allocated</li> <li>• Responsible for ensuring all references, CRB / Police Checks etc are done and in compliance with ADEC and internal audit requirements</li> <li>• Oversee the induction process for all new staff</li> </ul>  |  |  |
| <p><b>Policies and Procedures/Methodologies</b></p> <ul style="list-style-type: none"> <li>• Coordinate on the development and implementation of recruitment and selection methodologies to ensure high quality of candidates and appointments.</li> <li>• To assist and coordinate constantly on maintenance, monitoring,</li> </ul>   | <p>Performance<br/>Development Plan<br/>Performance Appraisal</p>  |  |

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| <p>review and improvement of Human Resources policies, procedures and practices and to ensure necessary legal requirements are met and best practice is implemented.</p> <ul style="list-style-type: none"> <li>• Provide specialist advise on developing procedures, the legal and financial implications and 'best practice' for employee relation issues within the School</li> <li>• Adhere to visa regulations and applications for employment giving accurate and consistent advise and practical assistance to the HR team</li> <li>• Administer the issue of contracts/letters of appointment, variations and associated documentation and ensure appropriate action is taken in respect of staff changes.</li> <li>• To maintain and manage the appropriate records, manual and electronic up-to-date and in accordance with Data Protection requirements</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Develop productive working relationships with all internal customers i.e. staff, line managers to ensure the needs of the school are met whilst consistent standards of quality are achieved</li> </ul> <p><b>General HR</b></p> <ul style="list-style-type: none"> <li>• Provide HR operational support in overall School HR function and give advice as required</li> <li>• Support and receive general direction from the HR Manager</li> </ul> |  |
| <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Performance appraisal</li> <li>▪ Personal Development Plan</li> </ul> |

| PERSON SPECIFICATIONS   |           |
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| <b>Qualifications/Training</b>  |           |
| <ul style="list-style-type: none"> <li>▪ Educated to degree level</li> </ul>  | Desirable |
| <b>Experience / Knowledge</b>   |           |
| <ul style="list-style-type: none"> <li>▪ In depth knowledge of the UAE Employment law as well as PRO processes</li> </ul>       | Desirable |
| <ul style="list-style-type: none"> <li>▪ Relevant experience gained in a fast paced HR environment</li> </ul>                   | Essential |
| <ul style="list-style-type: none"> <li>▪ Very good understanding of HR Best Practice</li> </ul>                                 | Essential |
| <ul style="list-style-type: none"> <li>▪ Knowledge of Microsoft Office (including Outlook, Word, Excel, Power point)</li> </ul> | Essential |
| <ul style="list-style-type: none"> <li>▪ Experience of using electronic HR database, ideally HR System / Jobtrain.</li> </ul>   | Essential |
| <ul style="list-style-type: none"> <li>▪ Ability to build relationships with key managers and all employees</li> </ul>          | Essential |
| <ul style="list-style-type: none"> <li>▪ In depth knowledge of HR administration procedures and processes</li> </ul>            | Essential |
| <b>Skills</b>   |           |

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| ▪ High level of accuracy and attention to detail                       | Essential |
| ▪ Team building skills and excellent interpersonal skills              | Essential |
| ▪ Basic counselling and negotiation skills                             | Essential |
| ▪ Excellent communication and interpersonal skills                     | Essential |
| ▪ Confidentiality  | Essential |
| <b>Personal Attributes</b>   |           |
| ▪ High levels of personal integrity.                                   | Essential |
| ▪ Excellent organisational and time-management skills                  | Essential |
| ▪ Punctual, reliable and committed                                     | Essential |
| ▪ Ability to work under pressure and remain calm                       | Essential |
| ▪ Willingness to take on multiple tasks                                | Essential |
| ▪ Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| ▪ Self-motivated and enthusiastic                                      | Essential |
| ▪ Ability to work independently  | Essential |
| ▪ Continually strive for improvement                                   | Essential |
| ▪ Adaptability   | Essential |

**OTHER CONDITIONS**

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in UAE