

LOCATION	The British International School Abu Dhabi
JOB TITLE	Head of HR
JOB PURPOSE	To manage the delivery of all HR operations and strategy. To ensure compliance with all legal, employee-related and licencing requirements. To provide school leaders with expert HR advice and all members of staff with exceptional customer service throughout the employee lifecycle.
REPORTING TO	Principal
DIRECT REPORTS	HR Officer, HR Coordinator, HR Assistant, Housing Manager, PROs
OTHER KEY RELATIONSHIPS	ELT, School Line Managers, Regional HR Director, Regional HR Manager, Finance Director
KEY RESULT AREA	
<p>Key Duties:</p> <p>Recruitment, Onboarding & Offboarding</p> <ul style="list-style-type: none"> • Work with the Principal and RHRD to create an annual resourcing plan. • Develop and deliver appropriate recruitment strategies to meet requirement. • Oversee all recruitment campaigns. • Take responsibility for all pre-employment safeguarding checks covering application, selection, recruitment and onboarding processes. • Ensure the best possible candidate experience throughout the recruitment and onboarding process. • Where appropriate manage staff relocations to the UAE. • Oversee the planning and delivery of staff induction and orientation programmes. • Oversee the exit / repatriation process ensuring efficiency and compassion until the end of the employment relationship. <p>Employee Relations / Employee Engagement</p> <ul style="list-style-type: none"> • Manage any disciplinary or grievance issues according to NAE policy and HR best practice. • Provide sensitive and timely communications regarding all HR issues. • Manage change smoothly and efficiently. • Actively seek to understand current employee relations issues by fostering relationships with employees across the school at all levels. • Develop and drive the staff wellbeing programme alongside the Staff Wellbeing Action Group. <p>HR Advice and Reporting</p> <ul style="list-style-type: none"> • Counsel and advise school leaders on all HR issues in line with best practice, labour law and NAE policy. • Advocate for people issues to ensure fairness, consistency and to promote staff wellbeing, retention and engagement. • Provide regular and appropriate HR metrics to inform decision-making, policy development and planning across the school. • Support internal school communications especially where there are HR-sensitive issues. <p>Compensation & Reward</p> <ul style="list-style-type: none"> • Monitor, control and track staffing costs in line with budget. • Review and advise on any changes to benefits. • Manage the company medical insurance provision to ensure optimum efficiency and high levels of customer service. 	

- Ensure that monthly payroll is delivered on time, accurately and in line with budget and contractual entitlements.
- Ensure that all starting salaries, salary increases and other salary adjustments are in line with budget, market rate, fair and consistent.
- Take responsibility for exiting employee's final settlement payments in line with contractual entitlement and local employment law.

Talent and Performance Management

- Ensure that the probation review process is completed for all new staff and any issues resolved appropriately.
- Manage the annual performance management cycle and work to obtain maximum buy in from staff to ensure that the process is meaningful and promotes high performance, engagement and retention.
- Work with Line Managers to address performance issues by developing and implementing performance improvement plans with meaningful conclusions.

Training & Development

- Ensure that all Line Managers have a solid understanding of their role as LMs and the HR processes that they are involved in.
- Provide meaningful training and development opportunities for school support staff.
- Oversee new staff Induction, orientation and training.
- Ensure that all recurrent safeguarding training is fully up to date across the school (child protection and safer recruitment).

Compliance

- Take responsibility for ensuring that all NAE HR safeguarding imperatives are met.
- Ensure that the school is compliant with all Immigration, ADEK, MOL, HAAD, Department of Transport and other licencing requirements.
- Monitor and develop policy and decision-making to ensure compliance with UAE labour law.
- Keep abreast of any regulatory or legal developments to ensure full compliance.

Company Accommodation

- Line manage the Housing Manager to ensure that the school accommodation provision is efficiently and effectively managed throughout the year.

Regional HR

- Support the Regional HR Director and Regional HR Manager with any tasks or requests for information to ensure a coordinated approach across the SEAME region.
- Share school best practice and contribute to project work across the region.

OTHER

- Promote and embodies The *CORE 7 Leadership Capabilities*:
 1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.

2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
 5. **Enabling** – Drives excellence through valuing and developing others
 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
 - A commitment to safeguarding and promoting the welfare of all students.

PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree level education	Essential
▪ Significant generalist HR experience	Essential
▪ Solid project management skills	Essential
▪ CIPD membership / accreditation (Associate / level 5 or above)	Desirable
Experience / Knowledge/ Skills	
▪ Experience of managing a team	Essential
▪ Experience of working in a school environment	Desirable
▪ Experience of working in a decentralised multinational organisation	Essential
▪ Excellent interpersonal skills	Essential
▪ Experience of handling legal and contractual issues	Essential
▪ Strong grasp of UK and UAE employment law	Essential
▪ Excellent oral and written communication skills	Essential
▪ Ability to summarise and present complex information and arguments	Essential
▪ Strong influencing skills and confidence to challenge	Essential
▪ High level of IT literacy	Essential
▪ High level of cultural sensitivity	
Personal Attributes	
▪ High levels of personal integrity.	Essential
▪ Passionate about education and young people	Essential
▪ Evidence of commitment to professional development	Essential
▪ Understand the complex and demanding environment of an international school community	Essential

OTHER CONDITIONS

Compliance with visa requirements for working in the UAE.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our students irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.