

LOCATION	The British International School Abu Dhabi
JOB TITLE	HR Officer
JOB PURPOSE	To efficiently deliver day-to-day HR operations and strategy. To provide all members of staff with exceptional customer service throughout the employee lifecycle.
REPORTING TO	Head of HR
DIRECT REPORTS	n/a
OTHER KEY RELATIONSHIPS	All school staff and stakeholders
KEY RESULT AREA	
<p>Key Duties:</p> <p>Recruitment, Onboarding & Offboarding</p> <ul style="list-style-type: none"> • Work with line managers to understand recruitment requirements, draft adverts and job descriptions. • Coordinate recruitment campaigns for all school vacancies. • Conduct pre-employment safeguarding checks. • Provide the best possible candidate experience throughout the recruitment and onboarding processes. • Where appropriate coordinate staff relocations to the UAE. • Coordinate 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"> • Assist with disciplinary and grievance issues according to NAE policy and HR best practice. • Provide sensitive and timely communications to staff regarding HR issues as required. • Actively seek to understand current employee relations issues by fostering relationships with employees across the school at all levels. • Support the staff wellbeing programme alongside the Staff Wellbeing Action Group. <p>HR Advice and Reporting</p> <ul style="list-style-type: none"> • Advise staff on HR issues in line with best practice, labour law and NAE policy as needed. • Provide regular and appropriate HR metrics to the Head of HR. <p>Compensation & Reward</p> <ul style="list-style-type: none"> • Draft contracts and letters relating to any changes to benefits. • Work with the medical insurance broker to administer company medical insurance provision to ensure high levels of customer service. • Contribute to the monthly payroll process to deliver on time and accurate salary payments that are in line with contractual entitlements. <p>Talent and Performance Management</p> <ul style="list-style-type: none"> • Coordinate the probation review process for all new staff. • Work with line managers to address performance issues by assisting in the development of performance improvement plans. <p>Training & Development</p>	

- Coordinate training and development opportunities for school support staff.
- Deliver new staff HR induction training.

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

- | | |
|--|-----------|
| ▪ At least high school level education | Essential |
| ▪ CIPD qualified | Desirable |

Experience / Knowledge/ Skills

- | | |
|--|-----------|
| ▪ Excellent interpersonal skills | Essential |
| ▪ At least 3 years generalist HR experience | Essential |
| ▪ Experience of handling contractual documents | Essential |
| ▪ Understanding of UAE employment law | Desirable |
| ▪ Recruitment experience including the use of applicant tracking systems | Essential |
| ▪ Familiarity with HRIS | Desirable |
| ▪ Ability to confidently handle difficult conversations | Essential |
| ▪ Excellent oral and written communication skills | Essential |
| ▪ High level of IT literacy | Essential |
| ▪ High level of cultural sensitivity | Essential |

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.