

Head of Human Resources/Personnel Role and Job Description

Job Specifications

The key roles of a Head of HR/Personnel include providing reports on HR related matters, such as payroll, recruitment & employment, work culture, internal policies and staff issues. The BISAK Head of HR will also execute effective HR strategies to support current staff and promote effective recruitment strategies. They will also focus closely on school inclusion, diversity and equality, whilst understanding complexities of being in Kingdom.

Reporting to: Bursar

Head of HR/Personnel Responsibilities

Head of HR/Personnel oversee and manage a small HR team. Their responsibilities include:

- Managing and reporting on payroll, recruitment and internal working regulation and policies.
- Management of accommodation and other benefits.
- Ensuring, where possible given the Saudi Law, a focus on inclusion and equality.
- Work on staff productivity and satisfaction through implementing strategies.
- Mentor and support the HR team and other members of the staff.
- Ensure team leaders have the appropriate skills and knowledge to guide their teams.
- Oversee recruitment strategies and ensure that effective onboarding strategies are being followed.
- Be an integral part of the Admin leadership team.
- Full ownership of the Single SCR.

Head of HR Skills and Experience

Key to the school's strategy, our Head of HR/Personnel should have:

Skills

- Strong knowledge of HR policies and employment regulations.
- Understanding school HR nuances.
- Strong leadership qualities.
- Ability to develop and implement HR strategies.
- Compassion when dealing with sensitive HR matters.
- Confidence in maintaining quality relationships between staff and the school.
- Strong IT and communication skills.
- Full confidentiality
- Excellent time management

Experience

- Experience in a previous HR role is expected.
- Experience in leading a team is expected.
- Experience in implementing HR related policies is required.

Recruitment and Induction

- Coordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles.

- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers as appropriate.
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage.
- Preparing material for interviews, including collating interview questions and development tasks.
- Ensure safer recruitment procedures are followed and maintained.

Safeguarding and Record Keeping

- Monitor entries into the single central record (SCR), ensuring compliance with safeguarding and local requirements.
- Monitor and review the schools DBS checking process, ensuring compliance with requirements. Ensure efficiency is achieved.

Staff engagement and wellbeing

- Develop an effective approach to absence management, putting support in place to reduce absenteeism.
- Act as the focal point for staff questions about HR policies and procedures.

Qualifications

- Accreditation from the Chartered Institute of Personnel and Development (CIPD), or
- A bachelor's degree in human resources management, Psychology, or a Business-related subject, and
- A minimum 5 years' experience in a HR role.
- A minimum 3 years' experience in a management role.
- Fluent level of both spoken and written English.
- Ability to use and implement HR IT solutions

In addition to the essential qualifications, we are looking for:

- The ability to create people strategy.
- Commercial acumen and experience of using metrics for driving performance.
- A pro-active attitude and a passion for leading with integrity.
- Superior interpersonal skills and a positive, approachable manner.
- A proactive and agile work ethic.
- A curious mindset, to think innovatively and rationally about concerns and come up with creative solutions, whilst challenging the norm.
- Experience of managing a skilled team and make quick but rational decisions.
- In depth knowledge of Saudi Employment Law & British Teaching Regulations.
- Thorough and methodical attention to detail.
- Good time management skills and the ability to prioritise, problem-solve and use your initiative.
- First-rate communication and presentation skills.
- Commitment to be an inspiring role model who encourages collaboration.
- Commitment to continual personal development.
- The ability to accept and provide feedback, be challenged on your advice, and work well under pressure.
- Proficient I.T. skills.
- Some Arabic language skills