



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON-ACADEMIC)

I. Job Information

Job Title:	Head of Human Resources
Job Grade:	G7
Department:	Human Resources
Duration of Appointment:	Fixed term of 3 years, subject for renewal
Line Manager's Job Title:	Head Master

II. Job Specification

Main purpose of job: The Head of Human Resources is responsible for formulating and implementing the HR strategic plan and operations to ensure that the School attracts and retains high calibre staff and an aligned and engaged workforce. The scope of the role includes, but is not limited to, oversight of recruitment of Teaching Staff and Educational Support Staff, leading the Compensation and Benefits Programme, Employee Relations and management of HRIS. The Head of Human Resources is a member of the Senior Leadership Team.	
Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
1. Develop HR strategies in conjunction with the vision, mission and values of the School.	<ul style="list-style-type: none">• Be a role model for the School, delivering on the School's values and ethos• Developing and implementing HR strategies, policies and procedures to maintain a sustainable, productive and engaged workforce• Working with Harrow International Management Systems to develop and implement regional policies and practices to achieve the School's goals and objectives• Working with all stakeholders, including staff, Governors and HIMS to communicate the objectives of HR strategies
2. Lead and manage staffing plan and talent acquisitions.	<ul style="list-style-type: none">• Supervising the Human Resources Manager, to establish effective recruitment channels for the recruitment of a top quality workforce aligned to the School's strategic vision• Retaining talented staff through developing an efficient and transparent compensation and benefits plan• Forecasting and managing the School's staffing plan and personnel cost, in line with the development plan of the School• Leading the job analysis project, working with stakeholders to review job descriptions and the School's staffing structure



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<p>3. Formulate and implement compensation and benefits strategies.</p>	<ul style="list-style-type: none"> • Make recommendations for compensation and benefits adjustment to existing practices when appropriate • Conducting market benchmarking survey, develop and recommend compensation policies, procedures and practices for maintaining external competitiveness and internal equity throughout the School • Working with the Director of Finance, preparing and managing the HR budget
<p>4. Ensure the HR policies and practices are in line with the legal regulations and local compliances.</p>	<ul style="list-style-type: none"> • Establish and maintain regular communication with various legal authorities, including but not limited to the Education Bureau, Immigration Department and Labour Department, for better understanding of and application of legal and regulatory requirements • Keep up-to-date with the latest China Employment Ordinance • Establishing relationships with external organisations including government offices, HR service agents and recruitment agents • Managing staff issues and legal HR matters as and when they arrive • Providing professional HR advice to the Head and Governors as required for the best interest of the School
<p>5. Lead, manage and coach the HR Department by.</p>	<ul style="list-style-type: none"> • Supervising the Human Resources Manager, to oversee the full human resources day-to-day operations • Reviewing and streamlining, where necessary, the workflow regularly in order to ensure the efficiency of the department • Developing HRIS to reduce the manual work and enhancing the data security • Encouraging positive and transparent communication within the HR function
<p>6. Other responsibilities</p>	<ul style="list-style-type: none"> • Implement safeguarding procedures at the School • Undertake duties as the Head Master may reasonably request.
<p><i>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.</i></p>	
<p>Resources managed – line management and financial resources:</p>	<p>Line management: HR Manager, Compensations and Benefits Supervisor. Oversight of all employees in the Human Resources department. Financial resources managed: HR Budget</p>
<p>Key working Relations and network</p>	<p>Internal:</p> <ul style="list-style-type: none"> • All departments and staff • HIMS • Governors <p>External:</p> <ul style="list-style-type: none"> • Recruitment agencies • External candidates

III. Person specifications

1. Core Values to be demonstrated by the job holder:



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Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

**2. Functional Competencies to be demonstrated by the jobholder:
For a manager's role:**

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<p><u>Minimum Academic Degree required</u> Bachelor degree or above in relevant discipline. Evidence of further relevant professional development.</p>
<p><u>Professional skill and knowledge required</u></p> <p>Mandatory</p> <ul style="list-style-type: none"> • High levels of personal and professional integrity • Ability to exercise discretion and confidentiality • Sound judgement and the ability to take difficult decisions to resolve issues, especially when under pressure • Customer-oriented and a professional approach to internal and external stakeholders at all times • Personal warmth to engage positively and gain confidence of pupils, staff and parents • A passion for excellence and a commitment to the ongoing development and implementation of the school's vision • High levels of communication skills • Strategic mind-set with a hands-on approach • Well versed in China Employment Ordinance, EDB and Labour Department requirements • Proven knowledge and experience of the HR function; experience in the education sector desired • A clear demonstration of progressive responsible management and leadership experience, with skill in program



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development and execution

Attitudes

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Collaborative approach to team working, both internally and with external vendors
- Flexible, diligent, positive and enthusiastic
- Eagerness and willingness to learn and develop new skills, as required by the role

Experience

Mandatory

- At least 8-year HR management experience in a cross culture organisation
- Professional HR qualification or evidence of working towards such qualification
- Experience of handling difficult situations and conversations successfully
- Experience of implementing, maintaining and improving relevant systems and procedures

Desired but not mandatory

- Previous experience of working in a similar role in an international school

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IT Skills

Mandatory

- Microsoft Office and knoweldge of relevant softwares.

Desired but not mandatory

- HRIS/ERP systems

IV. Other job-related or local special factors not mentioned above:

1. Non – crirical record issued by police authorities must be provided by the selected candidate.
2. Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.



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3. Travel frequency

No travel required

Occasional travel required

Frequent travel required

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