



Shattuck-St.Mary's School, Forest City

Shattuck-St. Mary's School, Forest City (www.ssm-fc.org) is a new school campus of Shattuck-St. Mary's in Faribault Minnesota (www.s-sm.org). We are opening in Johor Bahru, Malaysia in August of 2018. If you love working in a school environment and a team-player, this is your chance to be part of building a new school culture and new school traditions.

Assistant Human Resources Manager

Job Purpose:

The Assistant Human Resources Manager is responsible to ensure the provision of strategic advice and day-to-day guidance on a range of HR issues, together with the delivery of an efficient, professional and effective HR function for the school.

Reports to: Head of School

Specific Duties

Our work in establishing a new school in Malaysia will entail a wide range of human resources challenges. These will include the drafting of appropriately compliant policies and the maintenance of effective relations with government departments is also an important aspect of our work.

This position will allow an experienced Human Resources manager to work as part of a committed, positive team to establish a successful school employing both local and expatriate staff. If you share our passion for working with the highest standards of professionalism, modelling integrity, efficiency and hard work for our students and staff, your application will be most welcome.

The Position

The position of HR Assistant Manager is a newly created one at SSM-FC, as part of the early stages of growth of the school's professional growth in Malaysia. We also aim to create a higher level of strategic thinking regarding HR issues. While this strategic element is very important to us, so too is the need to translate thoughts into actions that will have a sustained impact on the school.

This position will, in the early stages, report directly to the Head of School. The HR Assistant Manager may, in due course, be supported by other team members, as the needs of the role develop.



The successful candidate will have:

- A strong interest in and commitment to the school's mission
- Extensive experience of work within a multi-cultural environment
- Excellent interpersonal skills
- The ability to set up and manage effective systems regarding recruitment, retention and support of all members of the school
- Experience and understanding of performance management within an educational setting
- A confident and professional attitude
- Experience of dealing with issues of a highly confidential and sensitive nature
- A high level of IT literacy
- A working knowledge of issues relating to employment law
- Experience in working in a challenging and demanding role
- The ability to deal effectively with expatriate as well as local staff
- Patience, optimism, determination and good humour in abundance

An internationally-recognised HR qualification may be an advantage in applying for this role but such a qualification is not, at this stage, required.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Human Resources Manager listed below are not exhaustive and it is expected that they may change as the role evolves.

Main Duties

- Provide strategic advice and guidance on a range of HR activities and guidance to staff and advise the school's senior management team on the people management implications of school policy and strategy
- Provide support, coaching and training to all managers regarding their people management responsibilities across the whole range of HR activities
- Ensure the effective and efficient management of all people management processes, including recruitment and selection
- Criminal records and other background checks
- pay and reward determination for all staff
- sickness absence

Recruitment

- Ensuring that the school's recruitment strategies, policies and practices are efficient and effective.

Employee Relations

- Direct HR staff to ensure the delivery of an effective, efficient and economic HR function for the school
- Develop and maintain initiatives to support staff welfare and positive staff morale
- To proactively identify, develop and implement improvements to systems and procedures to enhance service efficiency.
- To actively promote equality and diversity issues within the school.

HR Processes

- To maintain the school's HR database and manual personnel files, ensuring that accurate employee records are held and changes made when required.
- Develop and update HR and recruitment strategies that will meet the school's overall ethos and development plans
- Provide the Head of School with regular and reliable reports, with analysis and recommended actions on people management issues such as pay, recruitment/turnover and staff absence
- To comply with all school policies and relevant legislation, with particular reference to Malaysian Health and Safety, Equality and Diversity and data protection legislation.
- Ensure the school has up to date policies and procedures on all people management issues
- Ensure that all HR records are held securely.
- Keep the staff list and organisation chart updated.

Employment Contracts

- To oversee the HR administration of new hires, contract renewals, leavers and other contractual changes
- To oversee the administration of exit interviews and undertake analysis of exit surveys Staff development and CPD
- Advise on an effective performance management system for teaching staff and oversee the performance management system for support staff
- Contribute to the induction program for new staff Other
- To actively seek training and development for the role of HR Manager.
- To contribute to strategic development within the school.
- To support the school's mission.
- To represent the HR function at internal and external meetings
- To support and assist the other school managers on a range of HR projects and initiatives.

Salary and benefits

A competitive salary is offered, with other benefits