

## Job Description

**Job Title/Position:** Human Resources Manager

**Division:** All School

**Direct Supervisor:** Finance Director

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### Position Overview

The Human Resources Manager (HRM) is responsible for coordinating all administrative activities related to an organisation's personnel. His/Her duties include recruitment strategies, administering staff benefits, payroll and staff conduct, and onboarding new employees. The Human Resource Manager will also enforce the policies and guidelines for the school ensuring legal compliance and implementation of its mission and strategy. Reporting to the Finance Director, the HRM will work closely with the Principals and Educational Leadership Team.

### Qualification and Experience

- A minimum of 4 years of relevant experience in Human Resource Management and Office Administration functions.
- Solid management skills including organisational, communication, interpersonal, multitasking, problem-solving, analytical, presentation, and supervisory skills.
- Proficiency in Human Resources Information Systems e.g., HR Pro and Veracross.
- Working knowledge of productivity software e.g., Excel, Word, Powerpoint, Google Sheets, Google Slides and Google Docs.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent written and verbal communication skills.
- Previous experience in an International School environment is preferred.

### General Responsibilities

The HRM will be responsible for:

#### Recruitment, Employment Agreements, Onboarding & Repatriation, Registration and Visas

- Overseeing and support of recruitment, advertising, interview and background checks.
- Updating the international and local recruitment site with School details and Job listings.
- Updating and maintaining job descriptions for all staff.
- Liaising with hiring supervisors to assist in the creation of job descriptions for advertisement.
- Preparation of all employment agreements, offer letters, changes to terms & conditions and other contracts like consulting, stipends, substitute teachers and interns.
- Administering all contract renewals for faculty & staff on an annual basis.
- Ensuring all pre-employment checks and child protection training are conducted for all new staff.
- Working with the travel and real estate agents to secure inbound flights and

temporary service apartments for new overseas staff.

- Overseeing the settling-in process for new overseas staff.
- Completing the application process of work visas for overseas-hired staff and their dependents;
- Assisting faculty and staff with their visa renewal applications, and maintaining an updated visa list.
- Completing the application of teacher registration for faculty and maintaining an up-to-date record of teacher registration certificates on file in line with EDB standards and other licensing requirements.
- Organising and managing new staff orientation as well as liaising with the relevant department to set-up required training for new staff.
- Maintaining criminal and sexual conviction records for current staff.
- Coordinating and processing the relocation and repatriation of expatriate staff.

### **Payroll and Benefits Administration**

- Responsible for the overall administration of the payroll process and reviewing monthly payroll adjustments.
- Responsible for School's Mandatory Provident Fund (MPF) Administration.
- Preparing compensation strategy, market research, and salary survey.
- Administration of Medical Insurance Plan.
- Maintaining school insurance policies.

### **Professional Development:**

- Working with the Research, Development & Communications Director in coordinating professional development activities including workshop registration, travel arrangements and accommodation.
- Maintaining updated records of Professional Development activities for staff and ensuring current processes and procedures are adhered to.

### **Other**

- Monitoring and maintaining the School's compliance with local employment laws, regulations, and recommended best practices.
- Developing and monitoring overall HR strategies, systems, tactics and procedures across the organisation.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigation, disciplinary and termination procedures.
- Nurture a positive working environment.
- Other duties that might be assigned by the direct supervisor.

### **Working Hours**

Your working hours will consist of a five (5) day week, from 7:45am to 4:00pm with a 45-minute hour lunch break. Due to the nature of the position, work hours beyond the normal work day, outside of normal office hours, evenings, and weekends may be required.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

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