Director of Human Resources

EDUCATION LIKE NO OTHER
The opportunity

UWC South East Asia (UWCSEA) has been delivering a holistic, values-based education to international students in Singapore for more than 40 years. As a member of the United World College (UWC) movement, UWCSEA has a differentiated, mission-driven purpose and a clear ambition to be a global leader in international education.

The College has an outstanding reputation as one of the leading international schools in the world.

• Our reputation and location in Singapore attracts the highest quality teachers in international education, and the teaching and learning environment ensures they are developed professionally. Our teacher turnover is below 5% per year.
• We employ 500 administrative and support staff who are committed to the UWCSEA mission and values and who provide critical services and support to students, teachers and parents.
• Our student body is talented, committed and diverse; our academic results are outstanding, and the College is in high demand. Our application to places ratio is approximately 3.5:1.
• We are a learning institution with a growth mind set; recent rapid but smooth growth (from 2,950 students on one campus in 2007 to 5,450 students on two campuses in 2015) has proven both the demand for the College’s offering and our ability to respond to opportunity.
• Financial stability combine with scale to enable ongoing investment in professional learning.
• As a values-driven organisation we are deeply committed to the development of all our community members.

The College is now in the process of restructuring its Human Resources function and is seeking an exceptional individual to provide strategic leadership to this critical area. In this new Executive role, the Director of Human Resources will be responsible for ensuring the achievement of the College’s strategic goals through the effective recruitment, retention and development of a highly talented staff.
Reporting to the Head of College, the Director of Human Resources is responsible for delivering the HR strategy, policies and procedures in support of the College’s Strategic Plan. S/he is a key advisor to the Head of College and the leadership teams.

The Director of Human Resources works to ensure that an integrated, effective and robust set of employee engagement and career development programmes serves the needs of the more than 1,000 teaching, administrative and support staff at the College. As a senior leader at the College s/he also has responsibility for setting the tone and culture at the College, particularly as it relates to how we support our staff.

This position works closely with the Heads of Campus, Director of Administration, and members of the senior leadership teams. The position manages a team of five HR professionals and administrative staff. The position will be based on both of the College’s campuses (Dover Campus and East Campus).

The successful candidate will have outstanding written and verbal communications skills in English, a track record of demonstrated success as part of a dynamic HR team, and the ability to adapt quickly in a changing environment. Above all, the new Director of Human Resources will have exceptional interpersonal skills, with the ability to provide strategic leadership and to persuade and inspire a diverse range of individuals and teams in a cross-cultural environment.

Responsibilities include the following:

- Providing strategic direction and leadership for the HR function at the College, with a view to developing its central role in the success of the College
- In partnership with the Head of College and the senior leadership teams, developing HR capabilities across the College through a planned approach to talent management and the professional and personal development of staff
- Assessing existing policies, researching best practice and designing future policies to respond to the College’s most critical needs and to advance the College’s strategic plan
- Assessing the equality and diversity impact of all HR policies
- Providing oversight to the development and implementation of consistent and effective recruitment and talent management systems
- Providing leadership in designing and implementing effective onboarding, employee engagement and career development programmes, and exit interviews systems, especially for administrative and support staff
- Developing a coordinated and consistent approach to the way in which the College engages with all staff
- Working with external and community partners and bodies to foster effective working relationships and to enable change where appropriate
- Monitoring employment legislation developments, assessing the impact on the College and developing policies to ensure legal compliance
- Helping to maintain the College’s reputation as ‘a great place to work’
More specifically

College leadership
• Contributing to and creating a culture in the College that values and prioritises the development and wellbeing of each staff member
• Supporting the Head of College and Heads of Campus and Director of Administration in developing the College’s human resources and employee engagement strategy
• Furthering a culture of engagement with the College’s mission and values amongst all employees
• In partnership with the Director of Administration, maintaining excellent relationships with external agencies, government departments, unions and other interested parties.
• Providing HR advice to other leaders and managers as necessary

Recruitment and talent management
• Working with the leadership teams on recruitment strategies for teaching and administrative and support staff
• Providing input into short, medium and long term staffing planning, including ensuring that the staffing ratios of both campuses remain within agreed norms
• Further developing recruitment and selection processes
• Providing advice on talent management and succession planning, particularly in terms of internal development and mobility of staff

Onboarding, learning and development
• Further developing orientation, on-boarding and induction processes for all new staff members
• Contributing to the development of coherent and relevant training programmes for all staff

Employee relations/employee engagement
• Providing advice and coaching to leadership teams on employee engagement, morale, retention and succession planning
• Advising staff, line managers and leadership teams on disciplinary and grievance procedures
• Conducting exit interviews and making appropriate recommendations to leadership teams

Remuneration and benefits
• Continuing to develop remuneration structures so as to meet the needs of staff
• Continuing to develop remuneration models which position the College competitively in the market place
• Conducting benchmarking exercises for teaching, administrative and support staff remuneration from time to time
• Managing teacher housing and medical coverage and leave for all staff

Professional learning and performance management
• Assessing current staff review systems and ensuring the implementation of the annual performance review process for both teaching, administrative and support staff

www.uwcsea.edu.sg | 4
Qualifications

**Education and/or experience**

- Bachelor’s degree and relevant HR qualifications
- Experience of working in a medium to large organisation with proven business partnering experience
- 8+ years’ experience as a generalist HR manager or director (or in an equivalent role), with at least 3 years leading a team
- Track record of managing change in complex organisations
- Understanding of the principles of organisational culture and behaviour
- Awareness of current issues and trends in human capital management
- Understanding of the budgetary process and financial management systems
- Knowledge of Singapore employment law and its application
- High level of computer literacy
- Understanding of UWCSEA and the wider UWC movement
- Knowledge of best practice in HR functions and experience in implementing new best practices
- Experience in educational institutions (highly desirable, but not required)
Capabilities required for success

Organisational fit - personal attributes
• Fluency in English and good oral and written communications skills
• Outstanding interpersonal skills with a service mindset/drive to deliver excellent service
• Excellent self-management skills
• Honesty, integrity, compassion and a good sense of humour
• Ability to reflect
• Ability to develop a sense of community and generate trust with all constituent groups
• Strong organisational and proven problem-solving skills
• Proven ability to develop and lead talented staff
• Ability to think strategically
• Ability to multi-task and to meet deadlines effectively
• Willingness to take ownership of decisions and strategies
• Cultural sensitivity

Vision and strategy – supporting mission & values of UWCSEA, planning and goal setting
• Displays strong organisational and operational leadership
• Contributes to formulation of the Strategic Plan for the Campus and the College
• Sets priorities for needs of the whole community within the framework of the College’s Strategic Plan

Community resourcing, motivating, monitoring
• Drives and displays innovative approaches where required
• Demonstrates effective but sympathetic approaches to performance management and professional development
• Allocates resources fairly and effectively within given financial constraints

Collaboration – empowering others, coaching for success, leading others
• Coaches individuals and is alert to needs
• Contributes effectively
• Engages all members of the community
• Leads by influence rather than authority where possible
• Fosters an environment where creativity flourishes
• Sets clear boundaries and expectation providing freedom for the team to work effectively

Communication – ensuring sensitivity and building consensus
• Articulates policy, purpose and priorities to the community and externally
• Sets and implements a tone conducive to effective communication
• Proactively seeks to address issues
Salary and benefits

The salary and benefits package will be competitive and commensurate with the importance of the role, and the qualifications and experience of the successful candidate.

Application process

A search committee is working to advise the Head of College on the selection of the Director of HR. The committee is actively seeking input to identify the best candidate and has engaged an external search firm to support the process. If you wish to submit your own application, nominate someone to serve as the Director of HR, or make general enquiries about the position, please send an email with support materials to Alice Beukers, ACB Consulting, on directorofhr@uwseasia.edu.sg.

The closing date for applications is Monday, 28 September 2015.