



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION HUMAN RESOURCES MANAGER

Position Title: Human Resources Manager

Reporting to: The Senior Human Resources Manager

Purpose

The main purpose of the Human Resources Manager's role is to support on the development and delivery of people management strategies which supports the overall strategic aims and objectives of the school. The Human Resources Manager will be expected to contribute at the strategic and operational level to identify Human Resources priorities and recommend appropriate people management solutions which support business aims, while providing a customer-focused Human Resources service. The Human Resources Manager will provide expert professional advice and support to Senior Leaders and staff on all aspects of people management and engagement, current relevant legislation, including employment and immigration law, and Human Resources best practices.

The duties and responsibilities of the **Human Resources Manager** include but are not restricted to the following:

- **Recruitment and Employment Process**
 - **Recruitment**
 - Writing and reviewing job descriptions and person specifications.
 - Creating advertisements appropriate to the roles available.
 - Leading the candidate screening to include collation of all job applications for shortlisting, arranging interview schedules and managing the interview process ensuring compliance at all stages of the recruitment process.
 - To support the Senior Human Resources Manager with the review and improvement of the recruitment process for the school.

- **Employment processes**

- Writing letters of appointment, issuing contracts of employment and providing any associated documentation during the employment lifecycle of a member of staff.
- Lead on the orientation and induction process of new staff, ensuring that all essential onboarding information is in place for them.
- Manage and review the probation process ensuring that all requirements are met.

- **Immigration**

- Keep abreast of current Immigration/WORC legislation; ensure compliance with school's policies, best HR practice and employment legislation related to immigration and inform the Direct and Senior Leadership Team of any changes as appropriate.
- Ensure all work permits and right to work documentation for all staff is up to date with current Immigration/WORC legislation.
- Ensure that there is a robust tracking system in place to make sure that work permits are in order.
- Oversee all administration relating to all employee work permits, supporting the HR Administrator and HR Manager where necessary with overseas candidates and prospective joiners regarding their immigration application.
- Support the HR Officer with immigration queries from candidates and employees, applying immigration and HR knowledge to resolve queries, demonstrating a solutions-based approach to more complex situations and escalate to the Senior Human Resources Manager as needed.
- Ensure work permit renewals, anniversary payments or changes in applications during service are processed on time; this includes regular reporting on work permit expiry dates and/or employee data changes and the management of associated correspondence.
- Oversight of drafting reference letters and employee verification letters for employees as and when necessary.

- **Employee Relations**

- Work closely with senior leaders and line managers, providing them with expert guidance, coaching and support on the full range of Human Resources activities (including policies and procedures, terms and conditions of employment, absence management, restructuring of services, performance management, etc.), to ensure a consistent and fair approach to people management throughout the school.
- Keep up to date with legal developments and advise management on compliance and risk factors.
- Play a supportive role in investigations, disciplinary and grievance matters in conjunction with the Senior Human Resources Manager.

- Provide advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the requirements of the established policies, best practices and employment legislation.
 - Ensure that managers and staff are aware of the policies and procedures and able to operate them effectively.
 - Provide support to staff on Human Resources issues, as and when required.
 - Ensure that staff are informed and updated on key Human Resources related matters.
 - Encourage and maintain effective communication and collaboration among all staff members.
 - Provide support on the departure processes, including arranging and conducting exit interviews for all staff.
- **Maintaining all staff information**
 - Maintain necessary documentation for employment, pensions, medical and staff benefits.
 - Have oversight of the maintenance of the staff database including changes to conditions, leave entitlements, review dates of staff probation, work permit renewal dates, teacher licences etc. and provide reports as and when required.
 - Manage maternity and paternity leave administration ensuring the appropriate forms are completed and authorized.
 - Administer all documentation required by the Health and Pension providers.
 - Oversee the maintenance of the Ministry of Education and COBIS compliance documentation spreadsheet ensuring this is kept up to date.
- **Learning and Professional Development**
 - In consultation with the Principals, follow up on individual professional development needs and assist with training initiatives, as and when required.
 - Maintain training/professional development records for all staff.
- **Compensation and benefits**
 - Gather and analyse market data to measure the competitiveness of the school's compensation and benefits package and make recommendations as appropriate.
 - Provide support with the review and renewal of the school's medical program to ensure that the school remains competitive and within budget.

- **Other**
 - Monitor Human Resources trends and best practices locally and provide the Senior Human Resources Manager and management information on any key changes as appropriate.
 - Oversee to ensure that the information held on the Human Resources database and personnel files are updated in a timely and accurate manner and complies with any legal or data protection policies.
 - To undertake other tasks as agreed with the Senior Human Resources Manager.

Key Qualifications and skills required for Human Resources Manager role:

- University degree in Human Resources or relevant subject.
- Professional qualification in Human Resources or equivalent together with evidence of continuing professional development.
- Five years' experience in human resources, with at least 2 years at a management level.
- Fully conversant and up to date with all aspects of employment, immigration, health and pension laws and Human Resources best practice.
- Confident directing Human Resources and advising managers and SLT on all aspects of people management and development.
- Experience in the development and implementation of employment policies and procedures.
- Experience at recruitment interviewing and assessment.
- Experience dealing with difficult and challenging situations and individuals.
- Must have high ethical standards and the ability to build trusting relationships.
- Ability to work autonomously and flexibly.
- Excellent coaching, counselling, mediation and negotiating skills.
- Excellent analytical and problem-solving skills.
- Excellent interpersonal, written and verbal communication skills.
- Pro-active and self-motivated.
- Excellent planning and organisation skills to meet deadlines.
- Proficient in the use of MS Office applications, email and the Internet.
- Excellent attention to detail.
- Experience working with Human Resources information systems.
- Ability to create Human Resources communications appropriate for the staff.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Senior Human Resources Manager Signature: _____ Date: _____