



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

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|---------------------|-----------------------------|-----------------------|
| Position Title | Assistant/HR Manager | Reference: March 2019 |
| Function/Department | Human Resources | Location: AIS |
| Manager Title | Director of Human Resources | |
| Position Type | Permanent | |
| Position Status | Full-time | |

Position Objective

- The primary function of the Human Resources Department is to support the middle pillar of the Australian International School's strategic plan to invest in our people and be a great place to work.
- The position objective of the Assistant HR Manager is to be the:
 - Subject matter expert (SME) in Remuneration & Benefits and Payroll
 - Provide daily HR generalist and operational support to academic and operations client groups
 - HR policy and process expert for the HR Department
 - Excellent stakeholder management skills and customer service ethos

Responsibilities

- 1. Manage end to end recruitment and onboarding activities for respective client groups including:**
 - Discuss and agree staffing needs and recruitment approach with hiring managers
 - Advertise vacancies through applicable online channels
 - Coordinate all interview and selection processes including screening applicants, scheduling interviews, designing interview questions and attending interviews and assessments
 - Extend provisional offers of employment and prepare employment contracts and new starter documentation
 - Manage the onboarding process for successful candidates including the onboarding checklist, compliance training and new starter induction program
 - Manage the needs of expatriate hires including liaising with shipping companies and housing agents to ensure a seamless expatriation experience
 - Manage the probation period process including reminding line managers of mid and end of probation reviews
- 2. Act as the remuneration and benefits subject matter expert for the school including:**
 - Manage the monthly payroll process and vendor
 - Manage the Mercer salary survey process
 - Assist the Director of Human Resources with annual salary and bonus review process
 - Provide the HR team with advice on market salary data analyses
 - Administration of health insurance benefit for employees, including enrolments and terminations
 - Liaise with shipping agencies on the expatriation and repatriation shipment of personal effects for expatriate staff and with housing agents regarding housing matters
- 3. Manage HR policy, process, reporting and advice provision including but not limited to:**
 - Assume the role of HR policy and process expert for the HR Department
 - Generate monthly annual leave accrual report
 - Provide expert HR advice across all HR disciplines



- Provide advice to line managers on all performance and development related issues
- Ensure assigned queries in the HR inbox are dealt with in a timely manner
- 4. Manage employee data and records in a timely manner including:**
 - Maintain employee records in the HR information systems
 - Maintain accurate and up to date personnel files for all staff, creating files for new staff and archiving leaver files in accordance with all legal regulatory requirements
 - Ensure accurate and timely submission of data/surveys/reports
 - Update salary, allowance and all other staff changes impacting the monthly payroll
- 5. Manage the end to end offboarding process including:**
 - Process acceptance of resignation letters
 - Advise leavers about the exit process and conduct exit interviews
 - Update employee records in HR systems
- 6. Participate in HR projects including but not limited to:**
 - Co-ordination of annual contract review for academic staff
 - Administration of the School's performance review process Let's Talk
- 7. Other duties:**
 - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Provide day to day HR operational guidance to the HR Executives
- Excellent stakeholder management skills and customer service ethos
- Excellent attention to detail and accuracy
- Strong verbal and written communication skills
- High degree of confidentiality and discretion
- Proactive and ability to use initiative and work with ambiguity
- Flexible attitude and an openness to working in an HR operational environment
- Team player
- Self-starter, able to juggle multiple deadlines and projects

Qualifications

- Minimum of 5 to 7 years of experience in a HR generalist role with an operational focus or a remuneration and benefits role
- A degree qualification in Human Resources or a related discipline
- Experienced & competent using IT Microsoft skills, with advanced level Excel skills



Contacts

- All AIS staff
- Finance Department
- Regional office HR staff
- External payroll vendor
- Health insurance broker
- Ministry of Manpower and other local government departments

Working Conditions

- Country role
- Leadership position managing a HR team of 3
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at Lorong Chuan

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required