

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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.

Position Title	HR Business Partner	Reference: June 2024
Function/Department	Human Resources	Location: AIS
Manager Title	HR Manager	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

- The primary function of the Human Resources Department is to support the Australian International School's strategic plan to invest in our people and be a great place to work.
- Working in a small team, you will be responsible for supporting one sub-school or operations teams. You will work closely with all members of the HR team ensuring our team is a smooth and slick operation.
- You will need to be proficient in all areas of the employee life cycle from beginning to end as our small team supports an average of 500 employees, many of whom have relocated from overseas.

## Responsibilities

### Recruitment and Onboarding

- Manage end to end recruitment and onboarding activities for respective client groups including but not limited to:
  - Discuss and agree staffing needs and recruitment approach with hiring managers.
  - Advertise vacancies through applicable job advertisement platforms.
  - Coordinate all interview and selection processes including screening applicants, scheduling interviews, designing interview questions, and attending interviews and assessments.
  - Prepare and issue employment contracts and new hire documentation.
  - Coordinate with the Payroll Specialist for all new joiners.
  - Manage the onboarding process for successful candidates including but not limited to, compliance training and new starter induction program.
  - Manage the needs of expatriate hires whilst liaising with vendors (ie: visa application, shipping and temporary accommodation) to ensure a seamless relocation experience.
  - Manage the probation period process to work with managers when approaching the mid and end of probation reviews.
  - Any other related services that may be required.

### HR Business Partnering

- Support respective client groups and be their main point of contact in all HR matters:
  - Discuss and work in collaboration with School Sub-Heads/Operation Dept Heads with regards to staffing, HR advisory services and other topics relating to employee wellbeing.
  - Drive and manage performance management cases within the respective client groups.
  - Work closely with leaders within the respective client groups for HR projects and procedures relevant to the needs of these departments.
  - Any other HR support services that may be required.

## Exit Procedures and Offboarding

- Process and manage the respective client groups exit procedures for leaving employees:
  - Work closely with line managers to complete terminations (resignations, end of contract, etc).
  - Coordinate with the Payroll Specialist for all leaving employees.
  - Complete the exit procedures for all leaving employees within the respective client groups.
  - Any other related services that may be required.

## Life Cycle

- Work with employees, their managers and/or teams to support any life cycle events such as:
  - Probation (pass, extensions, and failures)
  - Family Friendly Leave (Maternity, Paternity, Childcare).
  - Any other leave (annual, NS, compassionate, training, etc).
  - Visa renewals (where required).
  - Learning & Development.
  - Administration (creating and updating new and existing letters/processes/procedures).

## HR Projects

- Participate in projects driven and managed by the HR team to enhance the working lives of yourself, the team, other employees, and AIS:
  - Grow CPD by working on stand-alone projects.
  - Grow and strengthen the team by working on team projects.

**It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.**

## Position Requirements

- Hands-on recruitment experience essential
- Excellent stakeholder management skills essential
- Strong customer service ethos essential
- Excellent verbal and written communication skills essential
- Knowledge on employment and labour laws essential
- High degree of confidentiality and discretion essential
- Interchangeable skills between being a team player and self-motivator essential
- Self-initiation skills essential
- Payroll knowledge (from a checking perspective only) preferred
- HRIS platform knowledge preferred
- High EQ essential

## Qualifications

- Minimum of 4 years of HR Generalist/Business Partner experience essential.

## Contacts

- All AIS employees
- Different departments in AIS
- Regional office HR employees
- External payroll vendor
- Other vendors that partner with HR
- Ministry of Manpower and other local government agencies

## Working Conditions

- Country role
- Individual contributor working as part of a HR team
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at 1 Lorong Chuan

## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, 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. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- 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**
- Reference Check: **Required**
- Background check: **Required**