

JOB DESCRIPTION

Level: Professional Load:100% Service Period: Two years

Job Title:	Director of Human Resources
Grade:	N – Directors & Principals
Reports To:	Chief Operations Officer
Department:	Human Resources
Context/Scope:	Rossllyn Academy provides a North American-curriculum, Christian educational program (preschool to 12) to families in Kenya. We welcome other students who are in harmony with Rossllyn values and who show evidence of potential for academic success and future leadership.
Purpose	<p>The Director of Human Resources is accountable for managing all human resources operations across the institution and is responsible for developing HR strategies and providing sound advice to senior management on all related subjects.</p> <p><i>The Director of Human Resources is accountable for managing all human resources operations across the institution. The person in this role is responsible for developing and implementing HR strategies that align with the organization's goals and objectives. In addition to providing sound advice to senior management on all HR-related subjects, the Director of Human Resources plays a vital role in fostering a positive and inclusive work culture, promoting employee engagement, and driving initiatives to enhance employee satisfaction and well-being. The person in this role leads talent acquisition efforts, implementing effective strategies to attract, recruit, and retain top talent, while also focusing on leadership development and succession planning to ensure a strong pipeline of future leaders. The Director of Human Resources is instrumental in leading and supporting organizational change initiatives, ensuring effective communication and managing the impact of change on employees. By utilizing HR data and analytics, the person provides insights and recommendations to senior management, enabling data-driven decision-making and continuous improvement of HR practices. Overall, the Director of Human Resources serves as a strategic partner to senior leadership, driving the organization's HR agenda and contributing to its overall success.</i></p>

**Top 3
Accountabilities**

Strategic Responsibilities

- Collaborates with senior leadership teams to plan, direct, and manage all human resource programs, such as recruitment, compensation, benefits, and leave, occupational health and safety, and employee relations.
- Serve as an advisor and process-facilitator in disciplinary matters, disputes and investigations; grievances, employee performance evaluation, employee performance improvement plans, ensuring that other leaders are following policy and legal requirements, and maintaining proper documentation in these areas.
- Monitors and ensures the school is compliant with all regulatory bodies not limited to employment laws, immigration, OSHA and recommended best practices.
- Works with the Executive Team to review and modify policies and practices to maintain legal compliance and fair and equitable treatment of all employees.
- Facilitates professional development, training, and certification activities for HR staff.
- Collaborate with senior leadership to develop and execute workforce planning strategies to ensure the organization has the right talent in place to meet current and future needs.
- Drive employee engagement initiatives to enhance employee satisfaction, motivation, and retention.
- Develop and implement HR metrics and analytics to measure the effectiveness of HR programs and initiatives and provide insights for decision-making.
- Stay updated on emerging HR trends, technologies, and best practices, and make recommendations for their implementation to enhance HR operations and effectiveness.
- Foster a culture of continuous improvement within the HR function, seeking opportunities to streamline processes, enhance efficiency, and deliver value-added services to the organization.

Decision Support Activities

- Support the strategic initiatives of the Executive Team by collecting and providing relevant data and perspectives on Kenyan HR practices to enable decision making.
- Monitoring employee concerns and morale and conveying such concerns to the appropriate senior leaders
- Monitor leadership decisions and the implementation of policies across all levels of staff, informing other leaders when there are fairness and legal concerns.
- Collaborate with stakeholders to gather feedback and input on HR initiatives, policies, and programs.
- Prepare and present reports, presentations, and recommendations to senior leadership based on data analysis and insights.
- Assist in the development and monitoring of key performance indicators (KPIs) and metrics to track HR effectiveness and support data-driven decision-making.
- Stay informed about changes in employment laws and regulations and provide guidance to senior leadership on potential impacts and necessary adjustments.
- Facilitate communication and collaboration between HR and other departments to ensure alignment and support in decision-making processes.
- Support the implementation of HR technology solutions and systems to enhance data collection, analysis, and reporting capabilities.

Team Management and Support

	<ul style="list-style-type: none"> ● Ensure that employee files are up to date, including documentation of credentials, degrees, certifications, and trainings, and maintain accurate and up-to-date records of employee information, including personal details, employment contracts, performance evaluations, and documentation required for MoE audit/compliance. This includes ensuring annual documentation is up to date in relation to data compliance, child safety, code of conduct, first-aid, and any other requirements. ● Facilitating the recruitment process as per the needs/positions identified by Principals and other key leaders: (posting positions, maintaining a spreadsheet/timeline, employee re-contracting surveys, maintaining the various recruitment network/channels, ensuring timely and efficient responses to candidates for employment, advising supervisors on eligibility for work-permits, conducting reference and criminal back-ground checks). ● Partnering with the Director of Communications regarding the employment page on the website. ● Serve as a liaison between the Health Insurance provider and the school's employees, coordinating and administering employee benefits programs, including health insurance, retirement plans, and other employee perks. This includes providing annual update numbers to the provider, offering guidance to employees on how to use their insurance effectively, and ensuring smooth communication and administration of employee benefits. ● Develop and implement effective onboarding programs for new employees, ensuring a smooth transition into the organization. ● Provide guidance and support to managers and supervisors on employee relations matters, including conflict resolution and disciplinary actions.
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<p>Leadership Responsibilities</p>	<ul style="list-style-type: none"> ● Responsible for all the functions of the Human Resource Department, including managing the HR team and ensuring the establishment of short- and long-term goals ● Maintain a positive operational environment focused on growth and excellence, efficiency, and effectiveness for all HR functions. ● Have accountability for the headcount, full-time equivalent (FTE), and employee costs, ensuring accurate record-keeping and reporting. ● Consistently use leadership strategies that empower and motivate staff. ● Collaborate with Supervisors, approve expenditures for the training and professional development for non-academic staff, as the budget allows ● Ensure compliance with Labour and Government Laws ● Maintaining positive professional relations with all employees. ● Maintain records of employee longevity, assisting the leadership team in recognising long-serving members of staff. ● Responsible for developing and maintaining a healthy relationship between the school and the Kenyan government (immigration, tax, etc.), ● Manage the HR Office Budget ● Support conflict resolution within the school community according to HR policies
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<p>Qualifications and Experience Required</p>	<p>Educational Qualifications:</p> <ul style="list-style-type: none"> ● University degree in HR or equivalent field ● A member in good standing with IHRM ● Must have a valid Practicing Certificate from IHRM <p>Work experience that demonstrates:</p> <ul style="list-style-type: none"> ● Senior management experience of 5 years in Human Resource management ● Solid working knowledge of Kenya labor laws. ● Familiarity with international and expatriate cultures and norms. ● Ability to build and maintain effective relationships with stakeholders at all levels ● Strong strategic thinking combined with clarity of direction. ● Delivering results in a continually evolving professional environment.
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	<ul style="list-style-type: none"> ● Well-developed management skills ● Ability to handle confidential and sensitive information with discretion ● Effective operation within a regulatory environment to support the mission and needs of the institution <p>Functional Capabilities:</p> <ul style="list-style-type: none"> ● Compensation and benefits ● Performance Management ● Learning and Development ● Employee Relations ● Organization Effectiveness ● HR Analytics ● Cross-cultural Competencies ● Employee Engagement ● Change Management ● Talent Acquisition ● Effective growth mindset strategies ● HR Technology ● Good communication skills, preferably in both English and Kiswahili. <p>Personal Characteristics:</p> <ul style="list-style-type: none"> ● A personal commitment to Jesus Christ as Savior and Lord. ● Exhibit a continuing sense of God's calling to service in His kingdom. ● Demonstrate a respect and experience for diversity of culture, religion, and different Christian traditions. Shows no preferential treatment for any group. ● Maintains professionalism and respectful demeanor, demonstrating empathy, regardless of the circumstances ● Integrity: Demonstrating honesty, ethical behavior, and maintaining confidentiality in all HR matters. ● Adaptability: Being flexible and open to change, able to navigate and thrive in a dynamic and evolving work environment. ● Strong Communication Skills: Possessing excellent verbal and written communication skills to effectively convey information and build positive relationships with employees at all levels. ● Problem-Solving Skills: Having the ability to analyze complex situations, think critically, and provide creative and effective solutions. ● Servant-leadership: Leads through an orientation toward humility and compassion, rather than authoritarianism. ● Growth mindset: Encourages higher performance in self and others through a positive view of growth and goal setting, rather than critical evaluation.
<p>Barriers to Success in Role (Optional):</p>	<ul style="list-style-type: none"> ● Lack of ownership and understanding of Rosslyn's mission. ● Lack of life and beliefs congruent with the Basic Tenets of Rosslyn Academy. ● Lack of ability to collaborate across all departments within Rosslyn. ● Lack of credibility and positive relationships with internal and external stakeholders of Rosslyn. ● Lack of ability to drive continuous improvement and change whilst bringing people on the journey and continuing to deliver baseline performance. ● Lack of high analytical, interpretative and decision-making skills ● Lack of compassion and service orientation in all communications.