



WELLINGTON COLLEGE
CHINA

惠灵顿(中国)

POSITION: HR Manager (Central Office)

ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 160 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and a pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 5000 pupils (from Sept 2021). The colleges are:

Wellington College International Tianjin

Wellington College Bilingual Tianjin Nursery

Wellington College Bilingual Tianjin A Level Centre

Wellington College International Shanghai

Wellington College International Hangzhou

Huili School Shanghai

Huili School Hangzhou

Huili Nursery Shanghai

Huili Nursery Hangzhou

A new campus: Huili School Nantong is due to open in August 2022.

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the school.



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BASIC INFORMATION

JOB TITLE	HR Manager (Central Office)	DEPARTMENT	Wellington College China Central Office
SUPERVISOR	HR Director		

OBJECTIVES

The HR Manager provides exceptional HR support to Central Office (including all business entities which fall under WCC Central Office), as well as providing professional and timely support to the CO on all areas of HR, ensuring compliance with policies and procedures, and at the same time providing effective and efficient service levels to all stakeholders. He/she will oversee developing and delivering HR strategies around Employee Relations, Performance Management and Appraisal, Engagement, Development and Wellness.

The Manager must be able to communicate effectively with the Central Office Director of HR, CODs, team members and external agents involved in the functions of CO. The HR Manager will operationally manage the HR team at central office level. Although the main focus of the role is CO, the HR Manager will also provide support to schools in the Group as needed.

KEY RESPONSIBILITIES:

Employee Relations

The Manager will facilitate and manage employee relations on behalf of the company.

1. Keep up to date with employment legislation and best practice, advising the CEO, CODs when requested.
2. Assist line managers on staffing issues such as absenteeism, sickness cover, disciplinary/capability matters and grievance procedures, seeing cases all the way through to resolution
3. Manage grievance and whistleblowing cases.
4. Act as HR main contact person, participate in or chair disciplinary/ capability/ grievance hearing meetings
5. Advise and support Central Office colleagues on all employee relations issues.



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6. Liaise with internal and external lawyer on Employment law matters and advice as required

Attract

1. Support and guide Senior HR Officer to proactively manage the CO Recruitment strategy, maintaining a focus on attraction for key and high calibre employees.
2. Ensure compliance with Wellington College China's Recruitment and Safeguarding Policies and practices.
3. Develop effective recruitment channels for both expatriate and local staff and manage these at CO level, including placing internal and external job advertisements.
4. Support on local recruitment drives as required.
5. Track and manage new hire information and recruitment metrics to inform CO budgeting process.
6. Oversee the onboarding and induction process and procedures of all new employees, including creation of contracts and employee files both hard copy and soft copy.
7. Continuous review and improvement of CO Induction processes and Employee Handbook

Develop

1. Promote adherence to Policy for both Probation reviews and Annual Appraisals. Ensure CO is fully compliant with applicable WCC policies and offer training and guidance to employees and line managers to support this.
2. Advise on setting of appropriate SMART targets and review appraisals each year to ensure consistency and quality.
3. Support SLTs to arrange PPA, EI and 360-degree feedback for employees where there is a need and provide feedback sessions for talent development purposes.
4. Support with Talent and Succession Planning and Internal Coaching programme as required, and arrangements for Training Courses and sourcing of Training Providers, working closely alongside the Senior HR Business Partner (Recruitment & Training)



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5. Provide support and guidance to CO Directors and Line Managers, and formal or informal training as required.
6. Develop and inspire the CO HR team to achieve their potential, focusing them on business-critical issues as well as identifying training needs and opportunities.

Reward

1. Oversee administration of employee benefits and allowances, and alongside Finance Team, ensure timely disbursement of benefits such as housing allowances, annual flight allowances, and relocation payments.
2. Oversee medical cover benefits; liaise with Medical Insurance Company and Broker on issues and complex cases, and project manage administration of Medical and Life Insurance Contract Renewal or change of provider on an annual basis.
3. Deliver benefit trainings or promote benefits programs to employees to ensure employees are fully aware of their entitlements and use them.
4. Oversee CO salary review and bonus calculation for staff at all levels, working closely alongside C&B Analyst and HRD, including the Senior/Executive team, following end of year appraisal cycle, ensuring full compliance with WCC Policy.

Retain

1. Ensure data in HRMS is fully and accurately updated on staff turn-over, exit information, recruitment effectiveness, leave analysis etc. Review reports and suggest feasible action plans based on reports where corrective action is needed. Review reports to identify patterns and trends and advise SLT accordingly.
2. Be responsible for developing and maintaining staff onboarding and exit procedure including hand-over arrangements, exit steps and exit interviews.
3. Management of Employee Engagement Annual Survey, induction survey, HR service survey at the CO level, communication within CO and recommendations for corrective actions. Develop annual Engagement survey action plan for CO.

Operational Excellence



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惠灵顿(中国)

1. Implement group HR Policy and Procedures and develop local HR policy and procedures where appropriate.
2. Review and recommend upgrades for HR company policies and procedures.
3. Alongside Director of HR help prepare CO HR strategic plan and HR budgeting on annual basis.
4. Create and maintain HR system to track, record and reminding system to facilitate contract renewal / visa renewal.
5. Maintain good relationships with local Government authorities and 3rd party agencies such as exit and entry administration bureau, tax bureau, recruitment agencies, rent agencies, medical insurance agencies, relocation agencies.
6. Operate as a key member of the HR team and contribute to meetings and action plans.
7. Undertake continuous professional development and learning opportunities relevant to the post.

Additional Responsibilities

1. Support group HR projects and initiatives as required.
2. All such other duties as the CO Directors of HR may reasonably from time to time communicate either orally or in writing.
3. Expert use of HR systems.

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above in relevant subject area
	Language	Proficient in oral and written English.
EXPERIENCE	Working Experience	4-5 years in Generalist HR role, with experience of broad range of HR areas and specialised in employee relations. Experience of reporting in to and supporting C-Suite Line Managers both local and expat. Experience in international or multi-national companies and



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		exposure to international HR best practice is essential, with experience of working outside of China preferred.
COMPETENCIES	<ul style="list-style-type: none"> • Communication skills, analytical and critical thinking, relationship-building, leadership and team-working, innovative and solutions-focused • Excellent interpersonal skills and the ability to communicate effectively with a diverse range of people and in cross-cultural environments • Technical proficiency and ability to prepare reports in Excel, PowerPoint and Word 	
PREFERRED APTITUDES	<ul style="list-style-type: none"> • Demonstrating practice that represents the five core Wellington Values at all times (Courage, Integrity, Kindness, Respect and Responsibility) • Strong passion for the education industry • Strong passion for developing talents • Genuine care about staff's wellbeing • Personal integrity, accountability and credibility • Strong mindset for continuous improvement to meet or exceed expectations 	

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.