



CHISWICK HOUSE SCHOOL



ST MARTIN'S COLLEGE

Role: **Head of People – Full-time**

Reporting to: School Principal

At Chiswick House School and St Martin's College, we aim to develop our learners' full potential. In order to achieve this, we have grown a talented, forward-looking and empowered team of over 350 committed professionals. We invest in their continuous professional and personal learning trajectory through interesting courses and sessions that take place in Malta and abroad and offer attractive packages and working conditions that are commensurate with role requirements.

Chiswick House School and St Martins College are seeking a highly experienced and innovative Head of People to join our team. As the Head of People, you will be responsible for leading our HR department and ensuring the implementation of HR strategies that attract, develop, motivate and retain a high-performing workforce. You will play a critical role in driving organizational effectiveness by partnering with key stakeholders to provide strategic HR expertise and support. The ideal candidate will have a strong background in HR best practices, career development programmes and developing appraisal systems as a structured channel for two-way feedback.

Responsibilities

Daily Running of the Department

- Oversee all aspects of the HR function, including recruitment, onboarding, training and development, performance management, and employee relations.
- Hold regular meetings with all members of the HRM and set up a plan for the department.

Setting up an HR Strategy

- Develop and implement HR strategies that align with the schools' goals and objectives.
- Review, on an ongoing basis, the organisational structure in order to best meet the schools' goals and objectives.

- Lead the ongoing development of job descriptions.
- Lead succession planning.
- Lead key stakeholders in the development of a staff handbook.
- Develop the use of Talexio for HR purposes.
- Ensure that all HR policies reflect the developing needs of the schools.

Compliance with Employment Law

- Be familiar with all aspects of current Employment Law.
- Make sure that the school is fully compliant with employment practices, occupation health and safety requirements and best practice in diversity and inclusion.

Planning & Supply

- Hold meetings with Senior Leaders to plan and estimate the staffing needs deployment.
- In conjunction with the finance department, prepare payroll estimates for subsequent approval from the Principal and Board of Directors before recruitment.
- Guide the HR Administrators to offer the best financial package to a selected candidate.
- Ensure that the recruitment processes identify the best candidates in a timely fashion which complies with the necessary background checks.

Compensation (including Payroll) & Benefits

- Establish compensation structures and evaluate competitive pay practices.
- Assist the finance department to generate payroll.

Wellbeing

- Manage and oversee employee benefits and wellbeing programmes, ensuring competitiveness and compliance.
- Partner with senior leaders to provide guidance and support on HR-related issues and initiatives.
- Regularly hold formal and informal meetings to interact with and get to know staff and their needs and concerns.
- Ensure that proper recognition (financial and non-financial) and appreciation are given to a job well done.
- Engage in resolving workplace conflicts.

Requirements

- Bachelor's degree in Human Resources, Business Administration or a related field.
- Minimum of 10 years of HR experience, with at least 5 in a leadership role.
- Strong knowledge of HR best practices and current trends.

- Excellent interpersonal and communication skills.
- Demonstrated ability to build and maintain effective relationships with diverse stakeholders.
- Proven experience developing and implementing HR strategies.
- Strong understanding of employment law and regulations.
- Proficiency in HR software and systems, such as Talexio.
- Strategic mindset with the ability to align HR initiatives with organizational goals.
- Excellent problem-solving, decision-making skills and the ability to work well within a team.

Benefits

- Competitive salary (disclosed during the interview) and benefits package.
- Opportunity for growth and career advancement.
- Comprehensive healthcare coverage.

The role of Head of People entails a full-time (40 hour) week on-site at Chiswick House School and St Martin's College.

Interested applicants are to apply by Friday 10th May by sending a CV, cover letter and the contact details of two professional referees to recruitment@chsmc.edu.mt