

Role Profile			
<b>Role</b>	<b>HR Manager</b>	<b>School</b>	Oryx International School
<b>Line Management</b>	1 HR Officer, 1 HR Admin Assistant, 1 Senior PRO, 1 PRO+ driver, 1 Senior Nurse, 2 School Nurses, 1 Medical Secretary	<b>Reporting To</b>	Head of Operations
<b>Internal and External Interactions</b>	Wider SLT, Executive Principal, Heads of Section, General Staff, Finance and Procurement, Admin & Office Teams, Well-being Committee, school wellbeing counsellor, MOL	<b>Hours</b>	40 hours per week
Role Purpose			
<p>The HR Manager is responsible for leading and overseeing the full HR function, ensuring compliance with Qatar Labour Law, Ministry of Education (MOE) regulations, and Safer Recruitment Standards. The role requires a strong balance of strategic leadership and operational oversight, ensuring effective HR processes, legal compliance, workforce administration, employee relations, and professional development.</p> <p>Additionally, the HR Manager line manages the HR and Clinic teams, ensuring their performance management, professional growth, and operational efficiency. This role also involves delivering key training sessions and ensuring compliance with HR policies, safety protocols, and workplace expectations.</p> <p>The HR Manager works closely with SLT to support leadership decision-making, facilitate employee engagement, and enhance HR processes to align with the school's strategic vision.</p>			
i) Key Accountabilities			
<p><b>HR Leadership &amp; Team Management</b></p> <ul style="list-style-type: none"> <li>• Line manage and provide leadership to the HR Team and Clinic Team</li> <li>• Conduct weekly team meetings, 1-2-1 performance discussions, and regular coaching sessions to align objectives and drive performance.</li> <li>• Identify training and development needs for the HR and clinic teams to ensure continuous professional growth.</li> <li>• Oversee workload distribution, ensuring efficiency and high-quality HR service delivery.</li> <li>• Lead the performance management cycle, setting clear goals, reviewing progress, and conducting annual appraisals.</li> <li>• Support staff development and retention initiatives, ensuring a structured approach to career growth</li> </ul> <p><b>HR Operations &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure compliance with Qatar Labour Law, MOE requirements, and Safer Recruitment Standards.</li> <li>• Develop, review, and enforce HR policies and procedures, ensuring all staff understand and adhere to them.</li> <li>• Conduct audits on HR processes, procedures, and employment documentation to maintain compliance.</li> <li>• Oversee the Single Central Record (SCR), ensuring full compliance with regulatory requirements.</li> <li>• Ensure HR documentation is GDPR-compliant, accurate, and securely stored.</li> <li>• Act as a key HR advisor to SLT, providing strategic input on policy and workforce management and planning.</li> <li>• Keep up-to-date with changes in labour laws and relevant Ministry circular and advise leadership accordingly.</li> </ul> <p><b>Employee Relations &amp; Staff Well-being</b></p> <ul style="list-style-type: none"> <li>• Provide confidential professional 1-1 HR support to staff via a structured booking system and refer to school wellbeing counsellor where needed.</li> <li>• Work closely with SLT to manage employee concerns, facilitate informal conflict resolution, and support a positive workplace culture.</li> </ul>			

- Lead mediation sessions to resolve disputes before escalation into formal grievance procedures.
- Monitor and analyse staff survey results, preparing reports with recommendations for the Executive Principal, Head of Operations, and School Vice President.
- Ensure return-to-work interviews are conducted as required, supporting staff reintegration.
- Maintain direct contact with staff who are hospitalized or absent for over a week (maternity, bereavement, illness, etc.), offering support where necessary.
- Maintain data on absence, punctuality concerns, and disciplinary cases, escalating issues to the Executive Principal as necessary.
- Participate in formal disciplinary proceedings in line with school policy.
- Work with the staff well-being committee and counsellors to implement staff welfare initiatives and promote mental health awareness.

### **Payroll, Benefits & Compensation**

- Review relevant payroll monthly changes where needed, including salary adjustments, contract modifications, unpaid leave, and benefits.
- Ensure accurate payroll processing in collaboration with the Finance Manager.
- Conduct salary and benefits benchmarking, advising SLT on compensation competitiveness.
- Ensure all compensation structures align with employment regulations and school and Orbital policies.
- Oversee leave management and absence tracking, ensuring compliance with school absence policies and employment terms.
- Direct and Line Manage the HR staff:
  - Liaise with PROs regarding new hires, leavers and changes to staff contracts
  - Oversee Qatar Residency Permits, passports, labour cards, exit permits
  - To keep up to date with Ministry requirements, Nationalisation and Qatar Labour Law
  - Analyse trends in compensation and benefits

### **HR Administration & Data Management**

- Manage iSAMS and MOE databases, ensuring data accuracy, compliance, and confidentiality.
- Conduct routine audits on employment records, payroll changes, and contract renewals.
- Ensure all HR records are GDPR-compliant, legally accurate, and securely stored.
- Prepare and submit monthly HR reports to the Executive Principal, providing insights into workforce trends, compliance, and policy updates.

### **Learning & Development (L&D) & Induction Training**

- Lead HR-related training sessions as part of the onboarding and induction process for all new staff.
- Deliver training on key topics, including:
  - Health & Safety (H&S)
  - Fire Safety Procedures
  - HR Policies & Procedures
  - School Operational Guidelines
  - Employee Code of Conduct, Sickness Policy & professional standards and Expectations
- Work with other Heads of the Section in administration & support to align induction and training initiatives.
- Update training materials annually to reflect changes in HR policies, Qatar Labour Law, and school regulations.

### **Qatarisation Strategy & National Talent Development**

- Develop and oversee the Qatarisation strategy, ensuring alignment with national workforce initiatives and compliance requirements.
- Work closely with the Head of Operations to support the recruitment, training, and retention of Qatari nationals.
- Integrate Qatarisation into recruitment, onboarding, and career development, ensuring structured pathways for Qatari staff.
- Collaborate with the Head of Operations to identify training needs, skills gaps, and succession planning opportunities for Qatari employees.
- Implement tailored training programs, mentoring, and career development initiatives to support Qatari

staff progression.

- Monitor and report on Qatarisation efforts, providing strategic insights to enhance national workforce participation and retention.

*The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to, attending school functions*

*The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal or Head of Operations to ensure the effective running of the school.*

## ii) General Activities and Requirements

The post holder is expected to actively contribute to the school community and engage with school life at all levels. This includes, but is not limited to, attending school functions, events, and activities as required. They are also expected to support cross-departmental collaboration, promote a positive workplace culture, and contribute to initiatives that align with the school's values and objectives. By working closely with other teams, the post holder will help foster an inclusive and supportive environment that benefits both staff and students.

In addition to the responsibilities outlined in this job description, the post holder is expected to carry out any other duties as reasonably requested or required by the Executive Principal, Vice Principal or Head of Operations to ensure the effective running of the school. This flexibility allows the role to adapt to the evolving needs of the school, ensuring that HR functions continue to support its overall mission and strategic goals.

## Person Specification

### Skills, Knowledge, and Experience

#### Experience and Skills

- Knowledge and experience of working in an HR environment
- A high degree of computer literacy (Microsoft Office applications).
- The ability to use statistics and database management.
- Excellent communication skills with a confident telephone manner
- Good organisational skills and the ability to prioritise and manage tasks.
- An eye for detail and accuracy.
- Highly proficient in spoken and written English, a second language would be of benefit
- Experience working and living in Qatar (highly preferred)
- Knowledge of the MOE database would be advantageous
- Understanding of Qatar Labour Law would be desirable

#### Personal Attributes

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (face to-face, on the telephone and through electronic communication).
- Hard working, proactive and flexible with working hours when necessary
- Assure confidentiality at all times when dealing with individual staff issues

Prior experience, interpersonal skills and a high level of proficiency in administrative skills are essential.

Applicants should have appropriate qualifications in HR such as CIPD, SHRM etc. and experience of working in the GCC would be preferable.

### Competencies

- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge