

## ***Avenor College is recruiting for HR Manager***

### **ABOUT AVENOR COLLEGE**

We are a non-profit school for students aged 2-19 school, founded in 2007. Our staff is a mixture of Romanian and International, together 150 people.

It is the school's success that has allowed us to grow so rapidly. From modest beginnings, we have grown to 500 pupils from Nursery to lower sixth.

For more information please take a good look at the Avenor College website:

<http://www.avenor.ro/en/careers-at-avenor-225/>

### **A. THE ROLE**

**The HR Manager will have the following responsibilities:**

- 1. design, implement and manage the policies, practices and day to day activity of Human Resources**, including Communication (Employer Branding, Internal Communication), Recruitment, Compensation, Performance & Development, Talent Management for Avenor College;
- 2. responsible for the quality of staffing, employee development, on-boarding & exit**, by managing and prioritizing their workload, as well as by building relationships and ensuring management confidence is maintained and goals are achieved.
- 3. ensure the balance between wellbeing of employees and Avenor College objectives and goals.**

The HR Manager reports to and is evaluated by the Executive Director. The HR Manager is a member of the School's Senior Leadership team.

The HR Manager is supported by a team of external and internal resources for:

- payroll
- employment contracts and all related activities
- talent sourcing - job posting, screening, long listing

### **Manage and drive the People infrastructure**

- Develops and executes the HR plan in alignment with the Avenor strategy and objectives
- Responsible for integrating all people strategies to deliver all HR programs and processes for the school, including recruitment, compensation, talent management, employee relations, learning, career development and performance management

## **HR leadership**

- Contributes actively as a member of the School Leadership Team
- Supports the Avenor Executive Director and leadership team with organizational effectiveness initiatives and develops solutions to address organizational health and performance.
- Accountable for enhancing overall workplace “health”, and developing the local culture strategy reflective of Avenor mission and strategy
- Provides consultation and coaching to our managers and improves effectiveness of the management team

## **Responsible for HR process across the employee life cycle**

- Attract, hire and retain talent that can contribute to the Avenor mission and vision
- Anticipate and respond to capability gaps at all levels across the organization and work with Avenor leadership to identify and deploy the right development and talent management solutions
- Responsible for maintaining a compensation and benefits policy that is aligned to the Avenor ambitions and the education compensation market
- Accountable for leading employee relations
- Oversee delivery of HR-related communications (internal and external – Employer branding), in collaboration with the Communications department
- Ensures Avenor compliance with workforce laws and regulations, in collaboration with the external providers (legal, payroll).

## **B. JOB REQUIREMENTS**

### **Qualifications & Functional Knowledge:**

- University Degree required; HR qualification is an advantage, but not prerequisite
- Master or education in HR is a plus

### **Relevant experience required:**

- 6-8 years of work experience in Human Resources
- Minimum 3 years of work experience in an HR managerial role
- Experience in working with Boards, Senior Management teams is a plus

### **Specialized or cross-functional knowledge / relevant experience required by the position/role:**

- Customer Service
- Finance
- Communication

### **Competencies:**

- Sizing Up People
- Organisational Agility
- Understanding Others
- Hiring&Stafing

- Interpersonal Savvy
- Making Decisions

**Technical Skills:**

- Organisational Structure
- Employer Branding&Recruitment
- Compensation and Benefits
- Internal Communication
- People Development Management
- Performance management
- Policies&Procedures
- Romanian Legislation

**Language skills:** English – fluent

**Other Requirements:** Microsoft Office: XLS, PPT, Word

**Application process:**

- Please send your complete resume/CV with a good-quality recent head-and-shoulders photo to [hr@avenor.ro](mailto:hr@avenor.ro);
- Include a covering letter explaining your strengths, your reasons for wanting to work at Avenor College;
- Additionally, ensure that your CV includes the names of at least three referees with their current phone numbers and email addresses.

**Safeguarding:**

Please be aware we take very seriously our duty of care towards all our students; as part of our safeguarding procedures we will undertake rigorous checks with referees, as well as requiring you to provide current police checks.

**Timescale:**

- Closing date: June 15<sup>th</sup>, 2018
- Final interviews for shortlisted candidates will be held at Avenor College, Bucharest.

**GDPR compliance:**

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for 6 months.