



**Beau Soleil**  
Collège Alpin International

# HR Manager

Job Description

Revised October 2020

## Purpose

Oversee all aspects of Human resources practice, processes and strategy. Deliver high quality HR Support and counsel to all employees with respect to Swiss legislation

## Location

Collège Alpin Beau Soleil in Villars-sur-Ollon

## Reports To

School Principal with a dotted line to the Nord Anglia European Region HR Manager

## Key Responsibilities

### **Business Partner:**

- Develop HR strategy in collaboration with school principal
- Work strategically and collaboratively with school managers and directors to implement all aspects of HR management
- Design, develop and implement best practices, policies, processes and tools to support the objectives of the school
- Provide proactive guidance and support to school leaders with staff management
- Membership of the Senior Leadership Team with shared responsibility for the strategic direction of the school

### **Compensation & Benefits:**

- Provide payroll related instructions to the Payroll Manager
- Analysis of salary, headcount, holidays and absences, with monthly reporting to NAE
- Develop attractive compensation and benefits guidelines in line with the school budget and HR strategy

### **Talent Sourcing:**

- Analyse recruitment needs, lead and coordinate the recruitment process
- Provide the most appropriate and cost-effective recruitment channels for open positions
- Promotion of school as an employer of choice, continuing to attract high-quality candidates
- Responsible for employee induction process
- Follow-up on employee integration

### **Training & Development:**

- Lead the performance review process and support line managers with tools and training
- Follow-up on performance issues and implementation of individual plans
- Map talent and pathways for individual career development
- Coordinate and lead the biennial employee engagement survey

### **Human Resource Information Systems:**

- Implement and maintain employee management systems: SuccessFactors and Kelio
- Data analytics and creation of reports as required
- Coordinate and implement NAE HR projects

## Legal & Administration:

- Ensure all administrative tasks relating to employees are handled in a timely manner
- Management of criminal background check processes
- Ensure legal compliancy on all employment matters
- Advise line managers on matters related to Swiss employment laws

## Education and Professional Qualifications

- Bachelor degree in human resources and/or Swiss certification in personnel management (“Brevet fédéral de spécialiste en ressources humaines”)
- Strong knowledge of Swiss labour law and regulations, social insurance legislation and practice
- Fluent in English and French, written and spoken

## Experience

- Minimum 3 years of relevant experience in HR within Switzerland
- Knowledge of interview techniques, coaching, conflict and project management

## Person Specification

- Pro-active and self-driven
- Rigorous, autonomous, discrete, able to exercise a strong professionalism regarding confidential information
- An interest in the education sector
- A warm, friendly and open personality
- Desire to work as a part of a team
- Ability to effectively prioritize and organise workload

## Safeguarding and Right to Work

- Compliance with visa requirements for working in Switzerland
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required

## Remuneration

Competitive remuneration and benefits based on experience.