

# HUMAN RESOURCES ADVISOR

## JOB DESCRIPTION

### Primary Objective of Role

The HR Advisor is responsible for providing high-quality HR advice and support to employees, line managers and Senior Leaders. The post holder is primarily responsible for supporting recruitment for all Doha College staff. This includes working with hiring managers from advertising the role and sourcing references through to scheduling interviews and making offers.

The HR Advisor will work closely with Senior Leaders and recruitment leads to advise on Ministry requirements relating to new recruits including qualifications, visa and work permit requirements. They will also ensure all safeguarding responsibilities are adhered to throughout the process.

Whilst the post holder will primarily be responsible for recruitment, it's crucial to have an understanding of all roles within the HR department and will from time to time be required to support as an HR Generalist. It is therefore necessary to have a good understanding of all HR activities; processes and policies.

### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission, and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students and members of the DC community.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Always act in accordance with the school's policies and procedures, including but not limited to: the Standards of Conduct Policy; Health, Safety, Security and Environment Policy; and the Human Resources Policy Manual.

### Accountability and Responsibilities

#### Recruitment and Selection

- Responsible for managing and administering the Recruitment Process in accordance with Safer Recruitment Practices. This includes ensuring hiring managers adhered to all safer recruitment practices throughout the recruitment process.
- Develop a solid understanding of the Safer Recruitment Policy and 'Rewards and Remuneration' policy under HR Policy, to be able to advise managers accordingly.



- To act as expert when advising hiring managers in relation to Ministry requirements such as qualification requirements, visa and work permit requirements to mitigate risk
- Responsible for keeping all role and / or employee files up to date
- Work with the College's advertising agency to agree on suitable media for advertising
- To advise hiring managers and assistant with preparing job descriptions and person specifications for each position, ensuring that these are current and relevant
- Be responsible for the TES site including working with any agencies; paying invoices and making recommendations
- Be responsible for any Ministry related job advertising sites and be aware of Qatarisation requirements, highlighting opportunities when appropriate
- Monitor the College's recruitment email inbox and respond to applicant enquiries
- Provide a positive candidate experience by responding promptly to queries, ensuring a quick turnaround time for adverts and keeping candidates appraised on the status of their application
- Maintaining a Recruitment, Post Amendments and New Starters tracker & keeping it up to date at all times.
- Organise interviews and assessment centres for short listed candidates
- Organise selection tests and interview questions for each position
- Managing the College's bank of supply staff
- Ensure that the panel are provided with copies of necessary paperwork such as the safer recruitment checklist, interview questions and application forms
- Organise feedback for unsuccessful candidates, where requested
- Ensure that all recruitment literature (including the Doha College Careers Page) is accurate and attractive
- Responsible for producing offer letters in accordance with approved requisitions.
- Responsible for administering the post amendment process and producing supporting documents.
- Ensure recruitment & post amendment related data is provided timely and accurately for payroll processing.
- Provide reports, feedback and metrics as required to improve processes
- Any other reasonable task to assist within the HR department as delegated by the Head of HR

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or COO and member of staff, to be reviewed annually.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020



## Diversity, Equity and Inclusion (DEI)

As an equal opportunities employer, Doha College is committed to a culture of diversity, equity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all area

## PERSON SPECIFICATION

### Key Requirements

[E-Essential, D-Desirable]

#### Qualifications

- Minimum Secondary/High School level education (E)
- Minimum of CIPD Level 3 qualification or relevant experience in HR (E)

#### Experience

- Prior experience working in an HR role, which has involved some advisory work (E)
- Experience working in recruitment (E)
- Experience working in recruitment in Qatar (D)
- Experience providing HR support to employees, line managers and senior managers and managing their different needs (E)
- An understanding of safer recruitment practices (D)

#### Skills, Knowledge and Abilities

- A good understanding of HR policies and procedures and their application in the workplace (E)
- Fluent in spoken and written English with excellent communication skills (E)
- Ability to prioritise with good organisational skills and the ability to work quickly and accurately under pressure (E)
- Organised, accurate, thorough and able to monitor work for quality (E)
- Ability to handle difficult situations with tact and diplomacy (E)
- Ability to maintain and respect employee confidentiality (E)
- An understanding of safeguarding requirements within a school setting (E)
- A working knowledge of Qatar employment law (E)
- Outstanding customer service skills and the desire to provide a first-class HR service (E)
- Good numerical skills with the ability to interpret and present statistical information (E)
- An effective team player who is able to work flexibly (E)

#### Personal Behaviours

- Resilient and positive; willing to go the extra mile in the bustling life of a school



- Ability to identify problems and bring creative solutions
- An outstanding communicator who is dynamic and innovative
- Flexible and adaptable, with energy, stamina and enthusiasm
- Be loyal and discreet
- Empathetic, with excellent listening skills
- Kind and inclusive

### Ethos and School Values

- An individual with a genuine commitment to the safeguarding of students in their care and the wellbeing of staff
- Committed to operating as an integral part of the school community
- Committed to Doha College's Values, our Vision and Mission
- Possess the desire to get involved in all significant aspects of Doha College school life
- Ability to remain positive, professional, enthusiastic and maintain a sense of humour when working under pressure

