

## STAFF POSITION

# TALENT, PAYROLL, AND OPERATIONS SENIOR SPECIALIST JOB DESCRIPTION

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**Position Overview:** The Talent, Payroll & Operations Senior Specialist is responsible for overseeing recruitment, workforce planning, payroll oversight, HR operations, and process efficiency within the school. The role ensures operational excellence, accurate HR systems and reporting, and effective talent acquisition strategies to support the school's academic and operational goals. This role plays a key part in maintaining business continuity, workforce planning, compliance support, and operational accountability across the HR department.

### Primary Responsibilities:

- **Employee Experience & Culture**
  - Promote a positive and inclusive workplace culture aligned with the school's mission and values.
  - Lead employee engagement and wellbeing initiatives.
  - Support leadership teams in strengthening staff morale, communication, and retention.
  - Coordinate employee recognition and appreciation programs.
- **Talent Acquisition & Workforce Planning**
  - Lead recruitment processes for academic and non-academic positions.
  - Coordinate workforce planning aligned with school growth and staffing requirements.
  - Partner with school leaders on hiring strategies and staffing approvals.
  - Ensure positive candidate experience and timely hiring processes.
  - Support succession planning and internal talent development initiatives.
- **Payroll Oversight & HR Operations**
  - Oversee payroll preparation and validation processes in collaboration with the Human Resources Officer/ Payroll Specialist.
  - Ensure payroll accuracy, deadlines, and confidentiality standards are maintained.
  - Monitor HR operational workflows and identify process improvement opportunities.
  - Support budgeting, staffing analysis, and workforce cost tracking.
- **HR Systems, Reporting & Data Management**
  - Maintain HR metrics, reports, dashboards, and employee data accuracy.
  - Analyze workforce trends and provide HR insights to leadership.
  - Support HR audits, reporting requirements, and documentation controls.

- **Operational Efficiency & Process Improvement**
  - Develop and standardize HR operational procedures.
  - Ensure HR workflows are efficient, documented, and scalable.
  - Support cross-training initiatives and business continuity planning.
  - Collaborate with all HR functions to improve delivery service.
  
- **Compliance & Cross-Functional Coordination**
  - Overseas and collaborate with the Public Relations Officer on:
    - Visa processes
    - KHDA compliance
    - Government approvals
    - Employee onboarding compliance
  - Ensure HR operational practices align with UAE labor law and school requirements.
  
- **Leadership & Collaboration**
  - Provide guidance and operational support to HR team members.
  - Collaborate with members of the HR team, the Finance Department, School Leadership Team
  - Support strategic HR initiatives and institutional growth plans.

**Schoolwide Responsibilities:**

- Openly support and abide by all school policies and procedures
- Model ASD Values in interactions with the school community

**Required Qualifications:**

- Minimum Bachelor's degree in Human Resources, or a related industry qualification at the graduate level
- Minimum 5–8 years HR experience, preferably within schools or international education
- Experience in employee relations and people operations
- Familiarity with UAE labor laws and KHDA requirements.

**Preferred Qualifications:**

- Recognized HR Qualification and/or professional subscription (eg CIPD) desirable

**Knowledge, Skills & Abilities:**

- Sound working knowledge of UAE Labour Law.
- Competent using IT systems, including Google Workspace, Microsoft Word/Excel, employment management systems (e.g. Odo).
- Strong organizational and prioritisation skills.
- Experience liaising with government bodies in the UAE as well as a working knowledge of HAAD and Immigration requirements and processes.
- Fluent English communication skills, written and oral; Arabic proficiency is desirable)
- Attention to detail with diligent follow up, and able to execute in a timely manner.
- Skilled in multi-tasking and handling pressure.

- Organizational ability, of self and others.
- Forethought and forward planning (particularly as this relates to local Government compliance matters).
- Capable of influencing people and talented in networking with cultural sensitivity.
- Excellent interpersonal skills.
- Represent ASD with colleagues, parents, students, and broader school community in a professional manner

**Terms of Employment:**

This position is a year round role, staff position. General working hours are from 7:45 am - 3:45 pm, Monday through Thursday and 7:45 am - 12:15 pm (on site) & 2:30 pm - 3:45 pm (remote/flexible) on Fridays. In some cases, flexibility with work hours is requested to meet the needs of the role.

*Friday is considered as a full working day for employees and the school reserves the right to schedule afternoon meetings and/or events where the employee's presence is required. Employees should plan to be available and ready to respond to work-related requests on Friday afternoons unless an approved leave of absence has been applied for and approved through the usual and customary leave request process in advance. Any absence on a Friday will be considered a full-day absence.*

ASD employees are responsible for safeguarding and promoting the welfare of students. All employees agree to abide by all child protection policies and procedures and agree to participate in all child protection training as mandated by the School as a condition of employment.

Criminal background checks will be conducted on all candidates prior to confirmation of employment.