



Director Human Resources

The Director Human Resources has ultimate responsibility for all people based activity within MCAST from both an operational and strategic perspective. The Director HR is involved in many areas, such as: resource planning and recruitment; training; managing a variety of HR issues at any one time and being the first point of contact for employee related issues. The Director HR may also oversee the MCAST's salary review process, and all compensation and benefits issues. The Director HR reports directly to the Chief Administration Officer and works closely and in support of the Principal and CEO, the Financial Controller, and other department heads.

Key Responsibilities of the Director Human Resources:

- Act as the face of HR for the Malta College of Arts Science And Technology;
- Responsible for senior level decision making and both day to day management and strategic direction of the College,
- Develop and implement an annual agenda for HR strategy in line with the business plan. Ensure HR plans support the needs of MCAST but are also flexible enough to cope with changes in the College, as when they occur;
- Provide information and reports on data such as staff turnover, references, cost per hire, training hours per person, etc;
- Provide advice on and administer family friendly measures;
- Conduct training needs analysis and design and implement a training plan with input from department heads. In liaison with the Financial Controller manage costs to budget;
- Ensure all staff receive appraisals in accordance with MCAST policy and monitor probationary periods;
- Co-ordinate recruitment throughout MCAST through management of a recruitment team/HR team. Build relationships with recruiters, draft briefs, set up interviews when necessary. Interview senior hires when necessary,
- Ensure all Job Descriptions are kept up to date, create new Job Descriptions as and when necessary;
- Deal with any performance or grievance issues in a legally compliant and professional way;
- Monitor sickness absence;
- Ensure all policies and procedures are up to date and legally compliant;
- Provide day to day advice to line managers on all human resource issues: management of staff, remuneration, etc;
- Implement any approved increases and promotions;
- Maintain a succession plan for all departments;

- Conduct occupational health referrals and providing pastoral support and advice to employees.

Skills Required:

- Previous experience of managing a Human Resources Team;
- Previously influenced senior managers, built strong relationships and driven an HR Strategy;
- Must be comfortable working in a standalone environment;
- Can quickly establish credibility and respect and build strong working relationships with department heads and managers. Demonstrable maturity, professionalism and gravitas;
- Ability to recognise the value and responsibility of working in a team, actively supports and develops team members, quick to identify and problem solve any issues;
- Looks beyond own team as a role model and source of knowledge. Work with others in a collaborative and solutions focused manner to achieve win-win outcomes;
- Able to work to deadlines and adapt to changing conditions ability to generate effective and pragmatic solutions to new situations and problems as they are presented;
- Demonstrate an understanding of personalities and behavioural styles in order to work collaboratively with a variety of people and to make informed decision around resourcing, reporting structures and relationships;
- The ability to inspire confidence of the Principal and CEO and other senior managers through timely delivery of information and plans. Works independently of Principal and CEO, but consults where appropriate;
- Understanding of all legal implications and ability to resource plan accordingly, and comply with legal obligations;
- Strong working knowledge of employment law issues and ability to apply these to a variety of situations using a pragmatic and common sense approach;
- Familiar with best practice recruitment processes and experienced in coaching managers through this and leading where necessary;
- Has a good overall understanding of College finances and uses this information to push back and support managers in resource and succession planning;
- Able to problem solve both operational and strategic issues through a pragmatic and sound approach;
- Effectively plans ahead to anticipate problems, plans for worst-case and best-case scenarios;
- Make sensible, intelligent decisions in difficult and deadline driven situations;
- Excellent attention to detail.

Personal Attributes:

- Demonstrates passion, approaching all tasks in an enthusiastic way. Committed to upholding professional standards;
- Takes responsibility for own actions and visibly supports the senior leadership team and their agenda;
- Results-focused, understanding what is important to staff, students, and management. Is committed to achieving goals. Tenacious approach to delivery, quality of output and organization;
- Capable communication skills, handling complex and difficult situations with thought and confidence;
- Ability to deliver appropriate information to the right people;
- Ability to explain detailed legal information to staff in a straightforward way;
- Displays integrity, and is sincere in own behaviour and in dealing with others;
- Self motivated and self aware, recognizing own strengths and weaknesses and is committed to personal development;
- Takes a broad interest in the success and development of the College and the Human Resource function as a whole.