Job Description
Senior HRIS & Analytics Manager

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College China (WCC)

Wellington College China (WCC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCC has established three premium international schools under the Wellington brand, three private Hiba Academy bilingual schools and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington international schools teach a curriculum based on the English National Curriculum, while Hiba schools combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Kindness   Responsibility   Respect   Courage   Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 15 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

WCC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more. It provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

Working for Wellington College China

WCC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together.

We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the WCC Course Directory.

Wellington College China has been awarded the HR Asia 'Best Companies to Work for in Asia' Award for 4 years running.

Kindness   Responsibility   Respect   Courage   Integrity

Role Description

JOB TITLE

Senior HRIS & Analytics Manager

DEPARTMENT

Wellington College China Central Office

LOCATION

Shanghai

SUPERVISOR

HR Director

OBJECTIVES

The Senior HRIS and Analytics Manager is responsible for managing the Human Resources Information System (HRIS) and providing analytical support related to HR data. This role involves analyzing the HR data to identify trends, develop reports, and provide insights that help drive key organizational decision-making related to staffing, workforce planning, compensation, and other HR functional areas.

The Senior HRIS and Analytics Manager works closely with the HR team to ensure that the HRIS system is optimized to meet the company's needs and that data is collected, managed, and analyzed accurately.

KEY RESPONSIBILITIES

- Oversee the implementation and maintenance of the global HR systems, ensuring that it meets company requirements and that data is properly collected, stored, and secured
- Develop and maintain HR metrics and analytics dashboards to provide management with timely, accurate, and reliable data insights that drive effective decision-making
- Develop and implement data management policies and practices to ensure the accuracy, quality, and integrity of HR data
- Partner with key stakeholders in various functional areas to understand their requirements and develop custom reports and tools to meet their needs
- Develop and implement data visualization tools to provide management with actionable insights on key HR metrics and trends
- Identify opportunities for process improvement and automation to streamline data collection and analysis
- Stay updated on current trends and best practices in HRIS and analytics to continuously enhance the HR function's technology infrastructure
- Synthesize and document requirements for process improvement, enhancements, new software, and strategic initiatives
- Coordinate with internal IT teams and the HR user community to identify areas of improvement, recommend changes, and implement functional solutions for new and existing systems (Applicant Tracking System, Performance Management/Online Appraisal, Data Integrity.
- Working with external vendors on project implementation
- Support all HRIS systems (needs analysis, research, design, testing, quality control, deployment, training, and administration) and end users in the use of HRIS applications and desktop tools
- Data maintenance within HRIS systems to ensure data integrity of HR information across WCC
- Provide the necessary training to meet end user needs
- Support Group HR projects and initiatives as designated by HR Director

The successful Senior HRIS and Analytics Manager will have a combination of strong analytical and technical skills, as well as excellent communication and collaboration skills. They should have a deep understanding of HR processes and data, as well as experience with HRIS systems, data analysis, and reporting. Strong project management skills, attention to detail, and the ability to work independently are also key.

BASIC QUALIFICATION

Education: Bachelor's degree or above in relevant subject area

Language: Proficient in oral and written English

Working experience: 6-8 years in a similar HR role, with experience of HRIS project implementation and optimization

EXPERTISE

- Significant experience of HR system management, including recent experience of applicant tracking, performance management and appraisal setting
- Experience of managing projects and utilizing project management methodologies
- In depth knowledge of the employee lifecycle, covering all key processes, system requirements and legislation
- Ability to articulate ideas to both technical and non-technical audiences
- Innovative and proactive approach to problem solving
- Strong IT skills with previous experience of system configuration, testing and maintenance
- Excellent written and oral communication
- Excellent stakeholder management skills and the ability to influence, motivate and inspire others, in a cross-cultural environment

PREFERRED APTITUDES

- Demonstrating practice that represents the five core Wellington Values at all times (Courage, Integrity, Kindness, Respect and Responsibility)
- Strong passion for the education industry
- Personal integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations

As an employer of choice, Wellington College China is committed to making professional learning and personal development central to its ethos and approach. WCC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

BeYou. Be More.