



ST. MARY'S INTERNATIONAL SCHOOL

Position: Director of Human Resources

Reports To: Business Manager

About St. Mary's International School:

Founded in 1954, St. Mary's International School is a K-12 boys' school offering a comprehensive education, including the IB Diploma Programme, aimed at developing well-rounded, positive contributors to society. Located in the heart of Tokyo, St. Mary's is a Catholic school that welcomes students of all faiths and fosters global awareness and intercultural learning within a diverse student body representing nearly 50 countries.

For over 70 years, St. Mary's has excelled in academics, arts, and athletics, with a strong commitment to service and well-being. Our renowned programs and extensive extra-curricular offerings provide students with opportunities to explore their passions, develop leadership skills, and contribute meaningfully to their communities. As a not-for-profit institution, we reinvest in our students through dedicated faculty, modern facilities, and extensive resources, ensuring that every student is prepared to thrive in a dynamic and ever-changing world. Our strong alumni network reflects the lasting impact of a St. Mary's education, with students remaining connected to the community long after they leave.

About this Role:

The Director of Human Resources is a newly created role designed to enhance the HR function, support diverse faculty and staff, and improve organizational culture while ensuring compliance with Japanese labor laws. The Director of HR will report directly to the Business Manager and be responsible for managing all HR policies and operations, including recruitment, acquisition, and retention of faculty and staff, employee relations and performance management, compensation and benefits, visa compliance, and the development of HR systems.

The ideal candidate will be bilingual in Japanese and English and possess substantial HR experience, preferably in an international or educational setting, along with a thorough understanding of Japanese labor laws. This role requires someone who can independently develop and enhance HR policies and systems while working collaboratively with the Leadership Team and various sections of the school to support St. Mary's mission, vision, values, and strategic objectives.



Key Responsibilities:

- **HR Strategy and Policy Development**
 - Revise, develop, and implement HR policies and strategies that align with and support St. Mary's mission, vision, values, goals, and operational needs.
 - Regularly review HR policies to ensure they reflect legal requirements and HR best practices.
 - Advise the Business Manager on HR-related issues, including workforce planning, employee development, and organizational culture.
- **Recruitment and Talent Management**
 - Lead recruitment efforts, including designing strategies to attract a diverse and talented workforce.
 - Manage the entire recruitment process, from job postings to interviews and onboarding.
 - Develop and implement retention initiatives that include professional development and growth opportunities.
- **Employee Relations and Performance Management**
 - Serve as a point of contact for all faculty and staff regarding HR policies, procedures, and best practices.
 - Oversee performance management processes, including goal-setting, evaluations, and feedback.
 - Address employee concerns and conflicts, ensuring compliance with legal and regulatory requirements.
- **Compensation and Benefits Administration**
 - Work closing with the accounting team to ensure timely and accurate processing of payroll and administration of employee benefits.
 - Review and adjust compensation structures to align with the school's financial goals and industry standards.
 - Conduct regular benchmarking to maintain competitive salary and benefits packages.
- **Compliance and Risk Management**
 - Ensure all HR practices comply with Japanese labor laws and other regulations.
 - Manage work visa and immigration matters, ensuring compliance with Japanese immigration laws.
 - Identify potential risks within HR processes and implement preventative measures.



- **Data Management and HR Operations**
 - Maintain HR records and ensure data accuracy, confidentiality, and compliance with all relevant data protection laws.
 - Implement and use HR software tools to improve efficiency and streamline processes.
 - Analyze HR data and metrics to support informed decision-making.
- **Workplace Culture and Inclusion**
 - Foster a positive and inclusive work environment that promotes well-being and supports diversity, equity, and inclusion.
 - Work closely with the Safeguarding and Child Protection Team to further enhance safeguarding procedures throughout the school.

Qualifications and Experience:

- Bachelor's degree in Human Resources or related field; Master's degree or HR certification is preferred.
- Minimum of 5 years of HR experience, ideally with a managerial role within an international or educational context.
- Fluency in both English and Japanese.
- Knowledge of Japanese labor laws and regulations, as well as HR best practices and procedures.
- Strong interpersonal and communication skills, along with the ability to build trust and strong relationships at all levels of the school.
- Proven ability to manage complex HR functions and work both independently and collaboratively across the school.
- Strong problem-solving skills with a focus on data-driven decision-making.
- Ability to effectively deal with multiple priorities, functions, and activities.
- Well-developed business ethics and the ability to maintain a high level of confidentiality, tact, and diplomacy.
- Experience with HR software and systems.
- Cultural sensitivity and an inclusive approach.

How to Apply:

Interested candidates should submit a cover letter, CV, and references to below email:
smisjob@smis.ac.jp