

Head of People (HR) Operations

New York, NY, US

Position Summary

As the Head of People Operations, you will play a critical role at Teach For All by leading all benefits, compensation, payroll, employment compliance, Human Resources Information Systems (HRIS) and global mobility operations for an organization of more than 130 employees spread over 15 countries. You will use your outstanding leadership abilities, critical thinking skills, and deep experience in the field to drive innovation and ensure excellence and equity in our people operations. With full responsibility for managing the team that develops, implements, and communicates Teach For All's people operations systems, you will have a critical impact on staff members' experience at the organization, ensuring that Teach For All can continue to attract and retain top talent in the years to come.

In this role the you will manage a team of two and report directly to both the Head of Finance & Administration (as a primary manager) as well as the Head of People, Organization, & Culture.

Outcomes

- Manage the People Operations team to effectively meet all needs related to compensation, payroll, benefits, employment compliance, and global mobility
- Drive improvement and transformation in key processes and systems, including benefits administration, payroll processing, and required filings
- In partnership with the Head of People, Organization & Culture, ensure that compensation and benefits are competitive, reflective of the organization's global nature, and fair and equitable across Teach For All
- Ensure that Teach For All's people operations meet the highest standards of compliance and professionalism

Responsibilities

Responsibilities for the Head of People Operations include but are not limited to:

Global Compensation and Benefits (40%):

- Oversee all plans and programs underlying the compensation and benefits strategy including, but not limited to, salary formula, global retirement plans, health plans, life and disability insurances, leave policies, etc.
- Manage key compensation processes including the creation of salary quotes for new hires and the the annual compensation review
- In partnership with the Head of People, Organization & Culture, review our compensation and benefits philosophy periodically to ensure our people objectives are being met
- Assess the needs of the Teach For All population and implement cost-effective, high-quality, competitive benefits programs that enable us to attract and retain top talent
- Facilitate annual benefits open-enrollment
- Evaluate benefits brokers, vendors, and administrative platforms
- Ensure employment compliance in jurisdictions in which we operate

- Serve as the point person on all operational questions related to compensation, benefits, and employment compliance

Global Payroll and HRIS management (20%):

- Oversee the administration of Teach For All's payroll systems in the US and UK, as well as in other countries around the world where Teach For All engages third-party professional employer organizations (PEOs)
- Ensure payrolls are accurate for each pay period and have undergone the required approvals and controls
- Ensure the quality and the integrity of all data managed by People Operations team, including managing our HRIS (currently Fairsail, a Salesforce platform)

Global Mobility (20%):

- Oversee all activities related to employing new staff members outside of our registered entities in the US and UK, including expatriates, local hires, and third country nationals and Local hires
- Supervise policy creation related to staff members on international assignments
- Ensure that staff placed internationally feel supported throughout their time at Teach For All by developing relationships with international staff, regularly checking in on them, and addressing any emerging needs
- Research local immigration and labor laws, and identify in-country resources such as legal representation, payroll solutions, and employee benefits providers
- Manage relationships with all service providers related to this work, especially third-party PEOs

Team management (20%):

- Manage two People Operations team members to ensure excellent outcomes in the above areas
- Foster a professional development environment on the People Operations team that ensures team member growth, engagement, and impact
- Build a team culture that is based on trust, open feedback, communication and inclusiveness

Requirements

- Bachelor's degree required
- Minimum 7-10 years full-time work experience in global HR operations with at least 3 years managing a team
- Demonstrated leadership in a fast-paced and evolving organization
- Prior experience with US and UK payroll, benefits and tax filings (e.g., p60, p11D and P45 in the UK)
- Experience with US retirement plans (403(b), 401(k), 457(b)) (required), familiarity with UK group pension plans (preferred)

- Knowledge of laws and regulations related to employee compensation and benefits, including ERISA, PPA, PPACA, HIPAA and COBRA
- Certification in Global PHR, SHRM-CP and/or CCP is a plus

Knowledge, Skills and Abilities

- Strong team leadership abilities, plus a willingness to work as an individual contributor to get the job done
- **Exceptional judgment, reasoning, and strategic problem solving abilities**
- Ability to communicate and build relationships with a diverse group of people, with a spirit of flexibility and positivity
- Ability to manage multiple projects and deadlines in an entrepreneurial, fast-paced, results-oriented work environment, while maintaining a very high bar for quality
- Passion for improving systems to increase efficiency
- Strong written communication skills (in English)
- Proficiency with Microsoft Office software and experience working with an HRIS
- A commitment to Teach For All's core values and mission:

Work Authorization

Candidates for this position must possess a US work authorization in order to be considered.

Travel and Work Hours

Travel expected approximately 5%. Given that we work across every different time zone, non-traditional hours for early or later calls are an expectation of this role.

Compensation

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

Apply now

Please submit your resume and a one-page cover letter directly online

<https://teachforall.avature.net/career/JobDetail/New-York-New-York-NY-U-S-A--United-States-Head-of-People-HR-Operations/582>

About Teach For All

Teach For All is a global network of over 40 independent, locally led and governed partner organizations and a global organization that works to accelerate the progress of the network. Each network partner recruits and develops promising future leaders to teach in their nations' under-resourced schools and communities and, with this foundation, to work with others, inside and outside of education, to ensure all children are able to fulfill their potential. Teach For All's global organization works to increase the network's impact by capturing and spreading learning, facilitating connections among partners, accessing global resources, and fostering the leadership development of partner staff, teachers, and alumni.

Our Commitment to Diversity and Inclusiveness

We are committed to building a diverse and inclusive organization that inspires individuals of all backgrounds – across nationalities, races, ethnicities, religions, political views, economic backgrounds, sexual orientations, physical disabilities, languages, ages, genders and prior experiences – to bring their full selves to the work of ensuring educational opportunity for all.

In order to maximize our effectiveness in fulfilling Teach For All's mission, we also feel it is important to focus on increasing representation and inclusiveness with respect to two dimensions in particular: we prioritize diversity of geography because this can help us quickly understand and connect with the diverse

cultures and geographies of the world. We also prioritize increasing the representation and inclusiveness of team members who themselves have experienced the inequities we're working to address by nature of sharing the background (e.g. economic, racial and ethnic, religious) of the most disadvantaged groups in their countries.

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