

Leadership Posting

Director of Human Resources Canadian Academy

Kobe, Japan

Application Deadline: Tentative

Start Date: August 1, 2025

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

Position: Director of Human Resources

Location: Kobe, Japan

Reports To: Head of School and Director of Finance and Operations

Canadian Academy is seeking an experienced and strategic Director of Human Resources to join our leadership team no later than August 1, 2025. This is a newly-created role aimed at enhancing our HR function to support our diverse faculty and staff, improve our organizational culture, and ensure compliance with relevant regulations. The Director of HR will oversee all HR operations, including but not limited to talent acquisition, employee relations, performance management, compensation and benefits, and compliance with Japanese labor laws.

The ideal candidate will have a proven track record of success in HR leadership, preferably in an international school setting, and will bring a strategic vision to elevate the HR function to meet the needs of a globally diverse school community. While knowledge of Japan and the Japanese language is desirable, it is not a requirement for this role, as the Director will work alongside and supervise two HR team members, one responsible for Payroll and Benefits and one for Visas and Onboarding, both of whom are Japanese speakers.

Key Responsibilities:

- **HR Strategy and Leadership:**
 - Develop and implement a strategic HR plan that aligns with the school's mission, vision, and values.
 - Act as a trusted advisor to the Head of School, Director of Finance and Operations, and Leadership Team on all HR-related matters, including organizational development, workforce planning, and talent management.
 - Promote a positive organizational culture that fosters diversity, equity, inclusion, and belonging.
- **Talent Acquisition and Retention:**
 - Design and lead recruitment strategies to attract, retain, and develop a high-quality, diverse workforce.
 - Oversee the entire recruitment process, from job postings and interviews to onboarding and orientation.
 - Develop and implement retention strategies, including professional development opportunities and succession planning.

- **Employee Relations and Performance Management:**
 - Provide guidance and support to managers and employees on HR policies, procedures, and best practices.
 - Refine and manage a comprehensive performance management system, including goal setting, evaluations, and feedback mechanisms.
 - Resolve employee conflicts and grievances in a fair and consistent manner, ensuring compliance with legal and regulatory requirements.
- **Compensation and Benefits:**
 - Oversee the relevant HR and finance team personnel to ensure accurate and timely payroll processing and administration of employee benefits.
 - Review and update compensation structures to ensure competitiveness and alignment with the school's financial strategy.
 - Conduct periodic benchmarking to ensure the school's compensation and benefits are in line with industry standards.
- **Visa and Immigration Compliance:**
 - Supervise the HR team member responsible for visas and immigration to ensure compliance with all relevant immigration laws and regulations.
 - Provide support to international employees in obtaining and renewing work visas, residence permits, and other necessary documentation.
- **Compliance and Risk Management:**
 - Ensure compliance with Japanese labor laws, health and safety regulations, and other applicable legal requirements.
 - Develop and implement HR policies and procedures that reflect best practices and are compliant with local and international standards.
 - Conduct regular audits to identify and mitigate potential risks.
- **HR Operations and Systems:**
 - Oversee the management of HR data and systems to ensure accuracy, confidentiality, and compliance with data protection regulations.
 - Implement and maintain HR software and tools to streamline HR processes and improve efficiency.
 - Prepare and analyze HR metrics and reports to support data-driven decision-making.

Desired Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field; a Master's degree or HR certification (e.g., SHRM, CIPD) is preferred.
- Minimum of 5 years of progressive HR experience, with at least 2 years in a leadership role; experience in an international school setting is highly desirable.
- Strong knowledge of HR best practices, employment law, and organizational development.
- Excellent interpersonal and communication skills, with the ability to build relationships and influence at all levels of the organization.
- Proven experience managing and developing a diverse team, with cultural sensitivity and an inclusive approach.
- Ability to handle confidential and sensitive information with integrity and discretion.
- Strong analytical and problem-solving skills, with a data-driven approach to decision-making.
- Experience with HR software and systems, ideally Bamboo; proficiency in Google Suite.
- Knowledge of Japanese labor laws and regulations is desirable but not required.
- Fluency in English is required; proficiency in Japanese is a plus.

What We Offer:

- Competitive salary paid in Japanese yen allowing for an excellent lifestyle in one of the world's most desirable locations in terms of quality of life.
- Generous benefits package including housing, tuition for dependent children, medical, pension, and more.
- The opportunity to join a dynamic, collaborative, and friendly leadership team that makes coming to work every day enjoyable.
- Excellent opportunities for professional development and career growth within a supportive and compassionate international community that fosters a sense of belonging.
- The chance to make a meaningful impact in a leading international school with a rich history and bright future.

How to Apply:

Interested candidates should submit a cover letter, CV, and references as a single pdf at <https://canacad.bamboohr.com/careers>. Applications will remain open until the position is filled.

About Canadian Academy:

Canadian Academy has a long and rich history in Kobe dating back to 1913. Today, Canadian Academy enjoys international recognition for its commitment to student well-being, its success in student matriculation to universities around the world, its internationally-minded faculty and staff, and its active community engagement.

Throughout its history, Canadian Academy has remained true to its founding aim of providing quality education to students of diverse cultural backgrounds, and the school continues to uphold a long tradition of welcoming day and boarding students from around the world, maintaining a vibrantly diverse and inclusive community. Current student enrollment is 675 from PK-12, and includes 42 nationalities.

The diversity of our student body is mirrored by our 147 faculty and staff members, including our nine-member Leadership Team, which includes colleagues from seven different countries. Other than Japan, the most common nationalities of faculty and staff members are the US, UK, and Canada, but over 20 other countries are represented.

Diversity, Equity & Inclusion Commitment

In order to provide the best possible learning environment for our highly diverse, multicultural, international student population, Canadian Academy actively seeks to recruit teachers from groups that have been traditionally underrepresented in international school faculties. You are warmly encouraged to apply, and invited to reach out for more information about our commitment to diversity, equity, inclusion, and justice.

Leadership Posting

Application Instructions

Individuals interested in applying should submit the following documentation online via <https://canacad.bamboohr.com/careers>. Applications will remain open until the position is filled.

- A letter of application, including:
 - alignment between this position and the candidate's previous experiences
 - insights on leadership philosophies and experiences in times of challenge
- A current resume
- List of referees with positions and contact information
- Copies of certificates, diplomas, transcripts

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines.

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions.

www.iss.edu/services/administrative-recruitment

