

act:onaid Job Description and Person Specification

Job Title:	HR Advisor		
Directorate/Cluster:	Finance and Operations	Unit/Team:	HROD & Operations
Grade and Salary:	Grade C	Contract Type:	<i>Fixed Term Contract – 12 months</i>
Location:	London,	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: (incl matrix reporting)	HR Business & Operations Partner		
Direct/Matrix Reports :	None		
Operational Remit:	Global <input type="checkbox"/> Regional <input checked="" type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
DBS (CRB) / Police Check:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Role Overview:	<p>Delivering a professional, customer focused and effective human resource service for managers and staff in London, including but not limited to recruitment and selection, employee relations issues, performance management, remuneration and benefits management, policy development and compliance.</p> <p>You will work closely with mixed portfolio of departments and will be expected to make an immediate contribution through customer focused HR interventions to address people issue. Also to provide support and coordination on HR projects related to work on organisational challenges.</p>		
Area of Responsibilities:	Key Activities:		
AAI Values Practice & Strategy Change Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement • Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) <p>AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</p>		
2. Delivery on Strategic Priorities	<p>1. HR Support and advice to staff based in the UK</p> <ul style="list-style-type: none"> • Work closely and build effective relationship with AAI Line Managers based in the UK also those working in other hubs • Ensure Provide advice on employee relations, case management, performance management and generalist areas of HR. • Identify, create and implement all HR policies and procedures (end-to-end employee lifecycle) ensuring that they always reflect current employment law and best practice. • As the first point of contact regarding HR policy and practice, ensure people are aware of our HR policies and can use them in a consistent way that aligns with our values and legal responsibilities. • Manage and build relationships with third party provider including recruitment agencies, consultants Proactively develop and coach Line Managers and staff on AA International (where applicable) and UK HR 		

	<p>policies and best people management practices including probations, appraisal, performance management, staff development,</p> <ul style="list-style-type: none"> • Develop and support managers on ER cases such as; discipline & grievance and absence management in accordance with policies and legal requirements • To carry out inductions, on boarding and exit interviews for staff within the UK, identifying key trends and ensuring that other departments are aware of issues requiring improvement <p>2. Payroll</p> <ul style="list-style-type: none"> • Prepare employment letters and contracts in order to coordinate with payroll • To provide monthly payroll and check the payroll information for the GS staff accurately (new starters, leavers, maternity pay etc) • To ensure all contractual changes are recorded and confirmed in writing with relevant budget codes etc • Provide the monthly payroll report to the HR team in Johannesburg for conso • Manage and oversee the GS staff data files and ensure these are compliant w and legal requirements <p>3. Recruitment and Selection for AAI staff based in the UK</p> <ul style="list-style-type: none"> • To plan and work closely with Heads and Managers to developing job roles, jo coordinating interviews and job offers. • To co-ordinate and support all aspects of the recruitment and selection proce UK, in liaison with line managers, ensuring that AAI’s recruitment process and adhered to. • Keep updated with relevant new recruitment sources (cost effective platform propose improvements to processes and selection tools to ensure that the re effective. • To work closely with HR colleagues to ensure a coordinated approach to recru the organisation, ensuring effective forward planning to fill vacancies, with sp AAI’s policy on Women’s development. <p>4. Performance Management</p> <ul style="list-style-type: none"> • Ensure proper affective management and administration of the performance man AAI staff based in the UK and Brussels office • Source feedback from the end users of the performance management system OD Advisors on a regular basis for improvement. • Monitor appraisals and advise Line Managers on performance management, l ensure performance conversations are held on a timely manner and appropri completed.
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Graduate degree or equivalent experience • CIPD qualification or working towards this plus substantial generalist HR experience in a national or international organisation • Excellent verbal and written communication skills in English, ability to inform and engage through written communication

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Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Solid experience of advising and coaching managers in leading, supporting and motivating staff and teams face to face and remotely on all people management issues. • Proven experience of managing and undertaking a high-quality recruitment and selection process from end-to-end. • Relevant experience of working with payroll; tax implications • Strong and effective communication skills, with proven ability to negotiate and influence, with sensitivity. • The ability to identify and foresee potential risks / consequences of advice and tailor accordingly to ensure that stakeholders receive sound guidance that is compliant and pragmatic. • Strong knowledge of UK employment law and HR trends and practices to advise managers in the UK or those based outside the UK hubs. • Experience of complex casework including performance management, absence management, disciplinaries and grievances in line with employment law and best practice. • Track record of providing a broad range of high-quality HR policy advice including; flexible working, maternity and shared parental leave etc • Strong communication and interpersonal skills – confident to work well at various levels of the organisation and engage with management and governance leadership to build credibility and trust • Strong commitment to and understanding of women’s rights and ways to build gender awareness through effective communications.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Experience of working in a similar capacity for an international or NGO organisation • Commitment to human rights and socio-economic justice • Solid experience of complex ER case management, management Information Systems and policy development • Experience of working collaboratively and effectively with trade union representatives

Competency Profile			
Leading Organisation	Strategic Perspective	Demonstrate alignment of the Organisation’s strategic priorities and goals.	
	Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.	
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment	
Leading Others	Leading Teams	Attracts, motivates, and develops high performing teams.	
	Building Relationships	Collaborative	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.	

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Leading Self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities