

## JOB DESCRIPTION

<b>Job Title:</b>	Head of People and Culture
<b>Location:</b>	London
<b>Management responsibility:</b>	2 HR Advisers 1 HR Officer
<b>Reporting to:</b>	Executive Director
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• Director of International Programmes</li> <li>• Director of Policy, Advocacy and Communications</li> <li>• Director of Finance and Resources</li> <li>• Heads of programmes and support teams: global policy and advocacy, research and programme support, regions, funding, organisational development</li> <li>• 'HR Forum', for those directly supporting HR delivery</li> </ul>
<b>Salary range:</b>	£46,000 - £54,000 gross per year

### About Saferworld

Saferworld is an independent international organisation working to prevent and reduce the impact of violent conflict and insecurity, and to build safer lives. Established in 1989, we work with governments, civil society groups, and international organisations to encourage and support effective peacebuilding policies and practices through advocacy, research and policy development and by supporting the actions of others

Over the last five years Saferworld has grown significantly in terms of resources and staff and we now have over 200 colleagues spread across 12 country programme offices and global advocacy centres. Our staff are at the heart of our work and their skills and expertise ensure we continue to function as a leading conflict prevention and peacebuilding organisation. As we evolve and grow, we want to ensure our programmes, research and capacity interventions retain their quality, remain rooted in the voices of people living with violent conflict, and ensure our staff are motivated, challenged and effective in their work.

### About the role

The Head of People and Culture will provide leadership and oversight to the overall development and delivery of Saferworld's Human Resource (HR) strategy. Together with a core (global) team, the position manages the provision of effective and professional HR services and advice. This includes the design and implementation of relevant HR policies and strategic initiatives to ensure we recruit, retain and promote highly skilled and motivated people in every area of our work. Key elements to the role will be the ability to work collaboratively with a diverse and committed group of managers and their teams; be 'hands on' when required; and encourage an organisational culture that supports effective behaviours and ways of working that demonstrate clear commitment to Saferworld's values, mission and vision. The Head is expected to contribute regularly to Saferworld's organisational learning and strategy development, be an active member of the organisational management group, and engage systematically with the executive team.

## **Key areas of responsibility**

### Organisational leadership and strategy development

- Lead on the development and implementation of Saferworld's HR strategy, ensuring it meets organisational priorities and promotes diversity, inclusion and quality among staff – periodically reviewing strategy outcomes to ensure it remains relevant to changing organisational needs and circumstances and stays linked to other support function/operational strategies.
- Develop and update HR policies, procedures, and guidelines as required, and promote consistency and fairness in their application – ensuring ongoing learning of HR policy practice so that all teams can rely on timely advice and support on all aspects of people management.
- Maintain and develop HR information systems and explore new technologies where appropriate – introducing and overseeing the preparation and analysis of HR metrics and providing feedback that supports decision-making in specified areas.
- Provide regular advice, guidance, and where necessary challenge to the Director and executive team members on strategic people management, performance and development.
- Ensure the global HR team is meeting expectations of internal stakeholders – facilitating ongoing performance management and promoting the professional development of the team.
- Create and maintain Key Performance Indicators for the HR team – ensuring external good practice and thinking is well-reflected internally.
- Maintain knowledge of sector trends and employment legislation – keeping updated on relevant issues and ensuring adherence to legal requirements and compliance requirements.
- Maintain relationships with external networks related to people management.

### Organisational support

- Ensure innovative recruitment and succession planning is in place: oversee fair and effective processes to attract and bring on board new staff and process learning from the experiences of those who leave.
- Create and support cross-organisational working practices that ensure the HR team influences, and is influenced by, organisational discussions, lessons and decisions.
- Stimulate global staff engagement and involvement, including working with the staff forum, and leading on the bi-annual staff survey – ensuring feedback is used to generate reflection, learning and improvement.
- Ensure an appropriate reward strategy and structure that is transparent and in line with the organisational values is strengthened and continues to develop.
- Oversee annual processes to assess and update staff pay and benefits, ensuring good performance is valued and adjustments are implemented fairly.
- Ensure safeguarding policies and reporting mechanisms are clear and assessable to all staff and kept up to date: play a key role supporting teams to be aware of their responsibilities while promoting a culture where observance is the norm and where everyone contributes to a safe and positive working environment.
- Encourage and strengthen a culture and practice of forward HR planning – ensuring HR considerations are reflected accurately in new programme design and annual planning processes.

### Good people management practice

- Advocate for good practices that promote the development and wellbeing of all Saferworld staff, including contributions to further safety and security and work/life balance.
- Develop and support leaders and people managers across the organisation to organise and deliver their priorities effectively through their people – providing inspiration for advancing leadership development processes.
- Champion diversity within the organisation to assist teams understand and live Saferworld's core values – help ensure our identity as a peace building organisation is reflected in our ways of working and recruitment.
- Ensure performance review systems are updated, implemented regularly, and lead to positive interaction and follow-up among staff – assisting in identifying ways staff recognition and development initiatives can be met.
- Design and cultivate learning and development strategies to help staff identify areas where skills and experience can be expanded and performance grows – working with others to ensure an appropriate range of tools, resources and development opportunities are accessible across the organisation.

## Person specification

### Experience

- Significant proven experience at senior level in the HR management sector
- Experience of working in an international NGO at a senior level
- Track record in developing and delivering HR/people strategy
- Experience acting as a business partner and advisor to HR Managers and/or senior staff
- Proven experience of building and maintaining relationships at a senior level resulting in securing new opportunities to influence change

### Knowledge

- CIPD membership at Chartered or Fellow level or equivalent experience
- Sound and up-to-date understanding of HR and organisational development practices, including but not limited to, change management, resourcing, compensation and benefits, policy development
- Sound understanding of UK employment legislation and regulations and ideally experience of overseas employment laws

### Abilities & skills

- Ability to think and plan creatively at strategic and operational levels
- Ability to balance a strategic approach with hands-on work
- Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance
- Lead and motivate a positive and inclusive team ethos
- Build professional partnerships with staff and managers
- Overcome barriers and find solutions to complex problems, sometimes in challenging and stressful circumstances
- Sensitive to context, local environments our staff come from, local dynamics that drive conflict and division, and power imbalances
- Both a strategic inspirer and a smooth operator - prepared to adjust approach
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility.
- Political acumen, strategic vision, tactical skills, and leadership that will impact internally on the organisation.
- Able to work out of hours during any emergency or critical incident
- Commitment to and compliance with Saferworld's safeguarding principles

## Terms and conditions

<b>Salary range:</b>	£46,000 - £54,000 gross per year
<b>Pension:</b>	9% contribution to a personal pension fund
<b>Hours:</b>	Standard working week is 37.5 hours
<b>Leave entitlement:</b>	There are 28 days holidays a year (Jan-Dec) in addition to relevant public holidays
<b>Probation:</b>	There will be a probationary period of three months

### Application process:

Please complete an application form ([www.saferworld.org.uk/jobs/jobs](http://www.saferworld.org.uk/jobs/jobs)) and send to Marie Aziz at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk). Please use subject heading: HPCII

Deadline for applications: **24 March**

It is anticipated that the interviews will take place the week commencing 1 April 2019

We regret that only short-listed candidates will be contacted