

JOB DESCRIPTION

Job Title:	People Business Partner - Strategy and Projects
Location:	London, Nairobi, Kampala or other locations where Saferworld has presence may be considered. National T&C's will be offered and the right to work in that specific country will be required
Reporting to:	Head of People
Type of position:	National (as above)
Grade and Salary:	Grade G (in line with National Salary Grading)
Contract terms and hours:	Fixed Term for 24 months contract with a possible extension Standard working week is 37.5hrs.

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

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 in East Africa, Middle East, Central Asia and Asia, and global advocacy centres in London, Brussels, Vienna and Washington. Saferworld's staff are at the heart of our work and their skills and expertise ensure we continue to function 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, stay rooted in the voices of people living in conflict, and ensure our staff are motivated and challenged in their work.

The success of our organisation's mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to having a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination.

Job purpose:

The post holder will be the first point of contact for all People Strategy Implementation, People Initiatives and or/Projects Work closely with head of Function / Country Directors and their management teams, to develop a deep understanding of strategic programme ambition and challenges in order to develop and implement medium to long term effective People solutions. Through a business partnering approach, collaborate and work with leadership, managers and the People team to implement and evaluate Saferworld's People Strategy across the organisation.

This position will be based in either London, Nairobi, Kampala or any other Saferworld location and will report to the Head of People, as well as receiving guidance from and partnering with the Leadership Team.

Roles and responsibilities:

- Be first point of contact for all People Strategy Implementation and People Initiatives and/or Projects.
- Collaborate and work with the people team to implement and evaluate the organisation's new people strategy across the business
- Lead transformation and change projects as well as supporting the cultural and people aspects of organisational change
- Develop a change management framework and work with the OD&L PBP to deliver workshops to managers and staff on how to manage and adapt to change effectively
- Work closely with ODL PBP to roll out key People projects, including new HRIS (Cascade) and Learning system (Meta-Compliance), Flexible Working Policies, Annual Appraisal Process, Reward and Benefits review and support implementation.
- Work with Country Leads and local HR Staff on HR Audits to include, review of our local systems and application of our Global Policies in line with and adhering to country specific legal requirements.
- Develop and Implement a change management and re-structure plans across the organisation as and where needed from start to finish including implementing new structures.
- Develop a project plan for implementing and rolling out the Recruitment and Staff Appraisal component of the system (Cascade).
- Provide support to our Country HR staff on wider projects that have impact on our programmes
- Undertake regular and systemic evaluation of people initiatives and projects delivered, globally and locally, and make recommendations/amendments based on outcomes

Key working relationships

- Heads of Function
- Executive / Leadership Team
- Country Directors / Managers
- People Business Partners
- People Officers and Country HR focal points

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • The role has a responsibility for planning, coordinating and delivery of the People initiatives across the organisation to ensure we achieve our goals and objectives prescribed timeframes in line with strategic priorities.
Financial resources	<ul style="list-style-type: none"> • Delegated budgets based on activity plans.
Other resources	<ul style="list-style-type: none"> • Technical/editorial responsibility for People Strategy Implementation and Project information on People SharePoint site and web pages.
People management	<ul style="list-style-type: none"> • Coach and mentor People Officer for development purposes
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure change management practices are compliant with the legal framework • Active monitoring of systems and processes so that opportunities for organisational learning are identified,

Person specification
Knowledge, qualifications and experience <ul style="list-style-type: none"> • Experience in project management and of managing projects spanning across multiple countries. • Prior experience working on People Initiatives and Strategy Implementation • Sound and up to date knowledge of transformation and change best practice in INGO sector • Experience of working in a multi-cultural environment and on sensitive issues • Excellent working knowledge of MS Office software packages, databases, and project management tools • Strong commitment to, and experience of, team and cross-organisational working • Experience of working in an INGO including an understanding of differences in people practice in the international context would be desirable • Membership for affiliation with an institutional body (e.g. CIPD) at Chartered or Fellow level or equivalent
Skills and abilities <ul style="list-style-type: none"> • Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance. • Ability to deliver projects on time and budget • Ability to use creativity to solve problems and overcome obstacles to deliver quality support and advice in challenging environments. • Sensitive to context, environments, local dynamics that drive conflict and division, and power imbalances. • Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility. • Able to undertake travel to difficult locations, sometimes at short notice.
Personal qualities <ul style="list-style-type: none"> • Commitment to and compliance with Saferworld's safeguarding principles. • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work. • Commitment to own continuing personal and professional development. • Commitment to the vision, mission and values of Saferworld.
Other requirements <ul style="list-style-type: none"> • Able to travel internationally as and when required.
Application process <p>To apply: Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to send to HR at jobs@saferworld.org.uk (Ref:PBSP). More information about the role and SW can found here: http://www.saferworld.org.uk/jobs/jobs</p> <p>Deadline for applications: Applications will be reviewed on a rolling basis</p>