

## JOB DESCRIPTION

<b>Job Title:</b>	International HR Generalist
<b>Location:</b>	London
<b>Reporting to:</b>	Head of People and Culture
<b>Type of position</b>	National, UK-based
<b>Salary:</b>	£31,949 - £39,293
<b>Contract terms and hours:</b>	6 month contract with the possibility of extension dependent on funding The standard working week is 37.5hrs.
<b>Background:</b>  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.	
<b>Job purpose:</b>  Work with the Head of and Culture, the HR generalist will lead on a number of HR areas and projects. This will cover a review of our current HR systems and processes, provide advice and support on how the HR team can utilise the systems full capacity and recommendations on how to develop the system to achieve its full capability. The review, will include; global policies and procedures, global induction, recruitment processes, employee self-service and performance appraisals.	
<b>Roles and responsibilities:</b> <ul style="list-style-type: none"> <li>• Advise on organisational change and positive ways teams adapt organisational process and ways of working to their context</li> <li>• Contribute to the design, learning and ongoing improvement of innovative and flexible HR policies and practices, including a global induction for all new starters to Saferworld</li> <li>• Provide support to the People and Culture team on planned strategic development projects, including Diversity, Inclusion and Solidarity agenda</li> <li>• Contribute to human resource planning in line with organisational strategy, specifically on people aspects of the strategy</li> <li>• Seek continuous improvement to recruitment and selection processes and provide support and coordination in these activities</li> <li>• Lead on the development and implementation of the recruitment and self-service component of Saferworld's HRIS</li> <li>• Assist in the review of Saferworld's global human resources policies and procedures in collaboration with the International HR Advisers and update policies where necessary</li> <li>• Build strong relationship with key stakeholders and seek their views on HR improvements that would benefit Saferworld</li> <li>• Provide support to the job evaluation process, guide the review and update job descriptions where required</li> <li>• Develop training materials for the HR systems upgrade and roll out across the Saferworld</li> </ul>	
<b>Key working relationships</b> <ul style="list-style-type: none"> <li>• Head of People and Culture</li> <li>• Organisational Management Team</li> <li>• HR Team and International HR Advisors</li> <li>• Country Directors / Managers / Representatives</li> <li>• Overseas HR colleagues including regional HR Managers and Focal Points</li> </ul>	

<b>Scope and accountability</b>	
<b>Decision making and limits of authority</b>	<ul style="list-style-type: none"> <li>Take the lead in providing strategic advice on improving the current HR infrastructure, specifically on HR systems development and support on recruitment coordination across the organisation</li> </ul>
<b>Financial resources</b>	<ul style="list-style-type: none"> <li>Delegated budgets based on activity plans</li> </ul>
<b>Other resources</b>	<ul style="list-style-type: none"> <li>Responsibility for developing the recruitment, self-service and performance appraisal component of the HRIS.</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>Ensure HR practices are compliant with the legal framework in which we operate in</li> <li>Develop and update HR policies in line with current legislation</li> </ul>
<b>Person specification</b>	
<b>Knowledge, qualifications and experience</b> <ul style="list-style-type: none"> <li>Sound and up-to-date understanding of HR and organisational development practices, including but not limited to resourcing, recruitment and performance appraisals</li> <li>Previous relevant HR experience, ideally in an internationally focused HR role</li> <li>Experience of working in an international NGO including an understanding of differences in HR practice in the international context</li> <li>Experience of working with international country offices and overseas employment laws</li> <li>Experience of developing and working with HR information systems.</li> </ul>	
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance</li> <li>Sensitive to context, the local environments and dynamics in areas we regions/countries we operate</li> <li>Ability to use creativity to solve problems and overcome obstacles to deliver quality HR support</li> <li>Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility</li> <li>Commitment to and compliance with Saferworld's safeguarding principles</li> <li>Ability to work on own initiative, be agile and work within a team.</li> <li>Excellent communications skills, written and oral.</li> </ul>	
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>Commitment to and compliance with Saferworld's safeguarding principles.</li> <li>Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.</li> <li>Commitment to own continuing personal and professional development.</li> <li>Commitment to the vision, mission and values of Saferworld.</li> </ul>	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Application process</b> <p><b>To apply:</b> Download and complete an application form at <a href="http://www.saferworld.org.uk/jobs/jobs">http://www.saferworld.org.uk/jobs/jobs</a> and send to Marie Aziz at <a href="mailto:jobs@saferworld.org.uk">jobs@saferworld.org.uk</a> (Ref: IHRG)</p> <p><b>Deadline for applications: 28 March 2021</b></p>	