

JOB DESCRIPTION

Job Title:	People Business Partner - Organisation Development & Learning
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:	Open Ended 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 organisation development and learning & development initiatives. 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 OD solutions. Through a business partnering approach, work with leadership and managers to identify training needs and skills gap for their team, and develop training programme fit for purpose, including annual training calendar bespoke for Saferworld.

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 Organisation Development and Learning matters
- Develop a Learning & Development Strategy that aligns with the organisational objectives and work with the People Partners, Leadership and Management to ensure effective implementation.
- Design and deliver effective interventions and approach to talent and succession management, to nurture and develop aspiring talent and building capacity for the future.
- Review, develop and implement an organisational wide performance management framework, which supports organisational objectives, and sustain a culture of regular performance conversations and action.
- Undertake an organisation skills gaps (Audit) and training needs analysis to inform training, learning and development interventions
- Develop an effective coaching and mentoring scheme bespoke to the organisation
- Procure an effective leadership and management programme for the organisation, to include women in leadership and national staff to take up new leadership opportunities
- Ensure there is a robust process for identifying, capturing and prioritising training needs, both organisationally and on an individual basis, assessing and reporting on return on investment.
- Develop an annual training calendar bespoke for Saferworld and engage, procure services of external providers to deliver training in accordance with the needs of the organisation.
- Working closely with Heads 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 - and long-term effective OD solutions.
- Working with Partners in country to identify development needs and skills gap, and develop training programmes to build local capacity
- Undertake regular and systemic evaluation of training programmes delivered, internally and externally, 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 Learning & Development 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 L&D 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 L&D practices are compliant with the legal framework • Develop Performance Management policies in line with current legislation and good practice • 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 organisation development and learning & development interventions • Sound and up to date knowledge of learning and development 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 of 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 training, excellent facilitation and presentation skills • Ability to use creativity to solve problems and overcome obstacles to deliver quality support and advice in challenging legal, administrative and security 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 HR at jobs@saferworld.org.uk (Ref: PBODL). 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>	