

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	HR Services and Development Partner
Contract type	Permanent
Grade	Grade 5 £35,098-£41,291 p/a
Reporting to	Head of HR

Context

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we ensure local people are at the heart of and lead our approach to human rights based development in more than 45 countries – fighting hunger and disease, seeking justice and education for women, holding companies and governments to account and helping communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work in developing countries and internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term sustainable change.

Purpose of the Role

Working closely with the Head of HR, HR team and senior management, the Recruitment and HR Services Partner role is responsible for:

- Delivering efficient and effective recruitment, on-boarding and talent management systems, services and processes to help meet ActionAid UK strategic objectives.
- Developing and implementing the workforce development strategy
- Developing or commissioning organisational training and working with managers to ensure that it delivers staff and organisational development needs
- Managing payroll bureau services
- Developing and maintaining HR MIS and reporting on KPIs to management to inform strategy development.
- Managing Recruitment and HR Services employees.
- Supporting strategic and operational business change.

Key tasks and responsibilities

Recruitment

To champion good recruitment and selection practices and processes and cost effective resourcing of ActionAid UK's needs.



- Management of recruitment budget and responsibility for maximising the efficiency of cost per appointment.
- Responsible for developing and implementing effective recruitment and selection processes and systems including electronic recruitment and use of social media.
- Management of a preferred supplier list for recruitment services.
- Be the principal HR contact for designated partner teams and managers in all aspects of HR.
- With HR Business Partners coach and support managers in the application of HR policies and practices.
- To support managers through the employee recruitment and selection process ensuring efficiency and that organisational practice is effectively embedded.
- Ensuring appropriate representation of the ActionAid brand image in resourcing activities in consultation with the Communications and Media teams.

Employee Life-Cycle

To support the phases of the employee life-cycle to ensure that employees are supported and the objectives and values of ActionAid are met.

- Responsible for ensuring that employees receive appropriate information, orientation and support on joining the organisation through an induction programme involving Departmental inputs.
- Responsible for ensuring the timely and accurate production of employment contracts and accompanying documents that meet ActionAid policies and legal requirements.
- Responsible for overall management of the performance appraisal system and record keeping.
- Significant contribution to aligning the performance appraisal system with organisational values and objectives.
- Undertake salary and benefits benchmarking work and review ActionAid provisions.
- Lead on the evaluation of jobs and grading in ActionAid UK
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- Responsible for ensuring that information on reasons for employee turnover are gathered and analysed together with making recommendations to improve retention and employee satisfaction.

Workforce Development and Training

Responsible for developing, organising and evaluating a programme of training and developmental activities in support of organisational objectives.

- Responsible for development and training needs analysis at organisational and team level.



- With the Head of HR, HR Business Partners and stakeholders make recommendations for training and development plans for AAUK that support organisational strategy and operational needs.
- Responsible for organising a programme of training and development events in support of the agreed training and development plan.
- Management of central training budget and evaluation of training effectiveness.
- Responsible for recommendations and implementation of talent management and succession planning initiatives.

Payroll and Information Systems

Responsible for effective and cost efficient management of payroll services for ActionAid UK

- Ensuring delivery of effective and efficient payroll processes and managing the outsourced relationship effectively, holding the supplier to account and engaging them in service improvement initiatives.
- Managing the HR systems and ensuring that data is accurate and complies with data protection legislation.
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- Responsible for HR MIS reporting to senior management and other stakeholders in support of ensuring that HR activities are impactful and cost effective at each stage of the employee life cycle
- Ensuring that we have an effective intranet presence and that as much service provision as possible is automated and content is up-to-date.

HR Team

- Manage employees in the Recruitment and HR Services team.
- Participate in HR team meetings and individual supervision meetings with the Head of HR.
- Contribute to the development of the HR strategy in support of the ActionAid strategic aims.
- Undertake cross team project work as agreed.
- Identify and implement HR efficiencies and savings at organisational and team levels.
- Work closely with the HR Business Partners across the employee lifecycle processes.
- Work with the International and European HR Business Partners as required.
- Provide feedback on ActionAid International HR policy development and support implementation.

Communication

To ensure the development of a partnership with teams, managers and others, to share and embed HR knowledge and good practice.

- To run workshops/briefings on people management issues, new policies, and project progress as required.
- Produce briefings on HR services related issues for partner teams and managers.



- To keep the Head of HR and HR team informed of policy, standards and issues requiring solutions arising.
- To liaise with internal and external stakeholders as appropriate and participate in/contribute to consultations with Trade Unions as requested.
- Produce presentations and reports as per agreed terms of reference and schedule, and otherwise as required, and represent HR in meetings and presentations to partners and teams as required.

Other

- Act in accordance with and represent the values and principles of ActionAid UK and ActionAid International.
- Provide cover for other aspects of the HR function during peak times, holidays and sickness absence.

Person Specification

Qualifications and Knowledge	
<i>Essential</i>	<i>Desirable</i>
Qualified membership of the CIPD	FCIPD
Degree level or equivalent qualification	Post graduate degree in management or relevant subject area
Knowledge of UK employment law with thorough understanding of Equal Opportunities, diversity and contracts.	
Knowledge of PAYE, NI, pensions and benefits.	
Experience	
Significant Recruitment and HR Services management experience	Experience of working with Trade Unions
Experience of developing and implementing policies and procedures with appropriate consultation and negotiation	Reviewing HR business processes
Contributing to HR strategy development	Training needs analysis/audit
Experience of advising and coaching managers on HR matters	HR MIS/IT project management
Management of HR MIS and reporting	Management of preferred providers list.
Budget management	Experience of managing complex change processes
Demonstrable management of a training and development programme in contribution to	



organisational objectives.	
Payroll bureau management.	
Job evaluation systems.	
Experience of managing HR projects	
Salary benchmarking	Analysis and reporting on salary benchmarking and benefits data.
Staff management experience	
Skills and Abilities	
Demonstrable strong client focus	
Coaching skills	
Ability to build strong working relationships with key stakeholders	
A good standard of written and oral communication skills	
Strong influencing skills, able to persuade others to support own goals	
Demonstrable presentation skills, able to design and deliver training and communications confidently and effectively	
Able to analyse and interpret financial and statistical information	
Team player, able to maintain strong and supportive working relationships both in HR and across functions	
Flexible and responsive, able to work effectively with competing and changing demands	
IT skills (Microsoft office)	
Other	
Commitment to the mission vision and values of ActionAid	Experience of working in the NGO sector
Ability to travel for business within the UK on occasion	

