

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION-

JOB TITLE:	HR Assistant
DIVISION/DEPARTMENT:	HR, Operations

1. OVERALL PURPOSE OF JOB

To provide administrative support to the HR team
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2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Line managed by HR Advisor, but working within a matrix structure.
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Provides administrative support to the HR function, including the provision of frontline support to staff and managers on operational HR policies and procedures, health and safety matters, and the maintenance of management information.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>

3. KEY WORKING RELATIONSHIPS

(Note: Rank each contact type on level 1-3 as indicated below)

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	1	General Public	2	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	2	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

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4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>Operational HR Admin Support: Assist with transactional HR activities relating to the Cambridge office, in liaison with the HR Advisor Assist in starter and induction processes as required Assist in monitoring the probation review process in terms of reminding line managers of key dates Assist in the drafting of employment contracts and other HR documentation Assist with producing annual leave cards for Cambridge office staff Manage volunteer mailbox and oversee internal volunteer process Maintain HR intranet pages</p> <p>Recruitment: To oversee recruitment and selection activities, including preparation of documentation, advertising, interviewing and providing guidance and training to those involved in the process</p> <p>HR Management Information: Assist with maintaining HR metrics, KPIs and other management information as required (including staff attendance, sickness, recruitment, exit interviews and appraisals) Carry out routine check of key dates (e.g. long service awards) Assist in maintaining Cambridge staff organogram and Global photo board Publish regional staff organograms on the HR intranet pages as required</p> <p>Health and Safety: Carry out desk ergonomic desk assessment for all new staff and volunteers Maintain personal and risk assessment records for Cambridge staff</p> <p>Other Duties: Manage desk allocation and electronic desk layouts Provide back up support on other HR administrative tasks as required.</p> <p>Work in conjunction with other administrative staff to ensure effective support is provided across the BirdLife International secretariat, and provide back up support to BirdLife support team as required.</p>

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Nil
Contracts – Funders	Nil
Contracts – Staff/Consultants	Nil
Contracts – Service providers	Nil
Legal Responsibility	Nil
Other	Nil

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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Good general education.
Job Specific Education/Qualification	No specific qualifications required.
Job Specific Knowledge	A general understanding of HR processes, function and recruitment.
Experience	Experience in recruitment and people focused/ service delivery role. HR administration skills and experience are an advantage. Confident when handling and analysing data.
Management & organisational skills	An ability to organise and plan in advance. Accuracy and attention to detail. An ability to work under pressure and remain calm in stressful situations. Understands and respects the criticality of maintaining confidential and sensitive data at all times.
Communications skills	Excellent communication skills, ability to communicate clearly and concisely, both verbal and written. Tact and diplomacy, and the ability to influence. Builds positive relationships. People oriented and able to interact with a wide diversity of people. Flexibility when working with other colleagues.
Creativity & Initiative	Using initiative and strong problem solving skills; ability to foresee difficulties before they arise and take steps to limit any problems as far as is possible.
Computer Literacy	Expertise in all office technology, including use of Microsoft packages and the Internet including: Outlook, Word, Excel, PowerPoint, databases. Confidence in the use of audio-visual equipment and the ability to support remote meetings in a technical capacity.
Languages	Excellent use of English, written and verbal Other languages are an advantage Ability to communicate with those whose first language is not English is essential
Travel requirements	None
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
A knowledge of or interest in conservation, environmental issues and nature.	

Prepared by:	Date:
Laura Formoy	October 2018