

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	HR Business Partner
DIVISION/DEPARTMENT:	Human Resources

1. OVERALL PURPOSE OF JOB

To manage the operational HR team to ensure HR activities and initiatives are aligned with organisational goals and strategy. To coach, mentor and advise managers and colleagues in order to embed good people management practices and maintain positive employee relations. To support the Head of HR in the delivery and implementation of key HR and engagement projects as identified in the People Action Plan.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Human Resources
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
HR Officer HR Assistant Act as mentor across the Global HR group
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE SECRETARIAT: <i>(Include nature of work relationship)</i>
This person will be required to: <ul style="list-style-type: none">- Provide advice and build relationships with Secretariat staff and managers on all aspects of human resources, focusing on organisational objectives;- Work in collaboration with colleagues from other departments on cross-functional projects;- Act as coach and mentor to colleagues in other geographic locations on HR-driven initiatives and challenges;- Facilitate meetings and lead project teams involving people from across the organisation.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
Collaboration with HR professionals from across the BirdLife Partnership. Attends People Committee meetings as required.

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	Corporations	1
BirdLife Advisory Groups, Committees, Regional Councils	2	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Policy makers	2	High net worth Individual donors/	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs	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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<ol style="list-style-type: none"> 1. To manage the operational HR team to ensure HR activities are aligned with organisational goals and strategy 2. To build relationships with managers and leaders across the Secretariat, acting as a trusted advisor on HR management, policy, legislation and change management 3. To act as coach and mentor to colleagues in overseas Regional offices to review HR policies, and practice, and in the adoption of new approaches 4. To work with managers and employees to improve work relationships, build morale, develop people management skills and increase performance and engagement 5. To take the lead in complex employee relations issues as required 6. To support and/or lead in the establishment of complex employment arrangements, such as cross-border employment, secondments and the development of overseas benefits packages 7. Has delegated responsibility to manage the transactional HR budgets: for example, those relating to recruitment, legal, and training costs 8. To contribute to the development and implementation of the Annual People Action Plan 9. To provide support and/or lead in delivering the HR projects, activities and initiatives outlined in the People Action Plan 10. To deputise and provide cover for the Head of HR when appropriate

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated responsibility to manage the transactional HR budgets and approve other payments as agreed with Head of HR.

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Contracts – Funders	N/a
Contracts – Staff/Consultants	Will be required to draft employment contracts for staff and consultants and provide advice to others.
Contracts – Service providers	N/a
Legal Responsibility	Provide advice on documented policy and employment law queries, and know when to refer upwards or seek external advice.
Other	

6. EDUCATION/SKILLS & OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Must be numerate and literate, with a high level of oral and written communication skills.
Job Specific Education/Qualification	Degree in relevant field, or CIPD qualified (level 5-7), or equivalent experience
Job Specific Knowledge	Sound knowledge of UK employment law and good practice across the whole employee cycle, and an appreciation of international labour laws.
Experience	Proven track record of operating as an HR Business Partner or HR Advisor within a multi-sited and/or international environment. Strong facilitation and coaching skills and experienced in taking the lead in managing casework and resolving complex employee relations issues. Experience of managing diverse recruitment campaigns, chairing interview panels and coaching others to do the same. Some exposure to job evaluation and developing pay and benefits packages in a global setting would be an advantage.
Management & Organisational skills	Emotionally resilient and self-aware, with the ability to prioritise and manage own workload, and guide others in managing theirs. Strong project management skills, attention to detail, ability to work to deadlines, and know when to refer upwards. Adaptable and ability to support and lead others through organisational change. Line management and/or supervisory experience, and the confidence to take the lead in a matrix management structure.
Communications Skills	Ability and confidence to communicate with and influence people of all levels, cultures and through a variety of media. Strong facilitation and negotiation skills, with the ability to build strong relationships and create synergies with other departments and functions. Awareness and ability to maintain confidentiality is essential.
Creativity & Initiative	Proven ability of applying policy and guidance in complex and ambiguous situations and using initiative when advising others on policies and procedures. Analytical and goal oriented, with ability to develop and implement creative and sound solutions to achieve organisational goals.

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Computer Literacy	Experienced user of standard Microsoft packages. Ability to develop simple IT solutions for collating, reporting and monitoring HR Management Information.
Languages	Fluent in English essential (other languages an advantage)
Travel Requirements	None planned
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
An interest in conservation issues, and experience of working in not-for-profit environment.	

Prepared by:	Date:
Laura Formoy, Head of Human Resources	January 2020