

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	HR Officer
<b>DIVISION/DEPARTMENT:</b>	Operations Department

**1. OVERALL PURPOSE OF JOB**

To provide administrative and operational support to the BirdLife Global HR function across a wide range of tasks and activities; to work in partnership with overseas colleagues to provide an effective HR service across a decentralised Secretariat; and to provide project support on a variety of HR initiatives and projects.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
HR Advisor
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
None
<b>PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
Provides frontline support and advice to staff and managers across the whole organisation. May be required to act as project lead on some initiatives.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE BIRDLIFE NETWORK :</b> <i>(Include nature of work relationship)</i>
No formal responsibilities, but may engage with Partner organisations on specific topics, including benchmarking and information sharing.

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**3. KEY WORKING RELATIONSHIPS**

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

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

<p><b>Operational HR</b></p> <ol style="list-style-type: none"> <li>1. Support the HR Advisor in all aspects of operational and transactional HR across the Secretariat as required</li> <li>2. Assist in drafting contracts, policies and other documentation</li> <li>3. Act as HR representative on interview panels as appropriate</li> <li>4. Maintain and monitor employee records and assist with the provision of management information</li> </ol> <p><b>Learning and Development</b></p> <ol style="list-style-type: none"> <li>5. Support staff and managers in identifying staff development needs and solutions, in line with team and organisational priorities</li> <li>6. Source and deliver training activities and learning tools as agreed with Head of HR</li> <li>7. Maintain, manage and promote Mafunzone, the in-house e-learning facility</li> <li>8. Support mentoring and coaching activities across the organisation</li> </ol> <p><b>Health and Safety</b></p> <ol style="list-style-type: none"> <li>9. Carry out desk ergonomic assessments for new staff and volunteers</li> <li>10. Maintain the staff travel database</li> <li>11. Provide frontline advice on travel insurance and claims</li> </ol> <p>Maintain personal and risk assessment records for Cambridge staff</p> <p><b>Advice and Guidance</b></p> <ol style="list-style-type: none"> <li>13. Provide frontline support and advice to staff and managers on HR policy and procedures as appropriate</li> <li>14. Liaise with colleagues in overseas regional offices to deliver an efficient and effective HR function across a decentralised Secretariat</li> <li>15. Support the HR Advisor in the maintenance and review of staff handbook and HR policies</li> </ol> <p><b>HR Project Support</b></p> <ol style="list-style-type: none"> <li>16. Support the HR Advisor and Head of HR in the delivery of identified projects and initiatives, including (for 2018): job evaluation, induction, staff engagement.</li> </ol>
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<p>17. Act as project lead on other mini-projects as required</p> <p>Other Duties</p> <p>Deputise for HR Advisor and support HR Assistant as required</p>
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**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated responsibility to approve payments as agreed, in line with internal procedures.
<b>Contracts – Funders</b>	N/a
<b>Contracts – Staff/Consultants</b>	May be required to draft employment contracts for staff, in line with internal procedures
<b>Contracts – Service providers</b>	Delegated responsibility to agree short term contracts with training providers as agreed and in line with internal procedures.
<b>Legal Responsibility</b>	Provide advice on policy and employment law queries, and know when to refer upwards.

**6. EDUCATION/SKILLS & OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Must be numerate and literate, with a high level of oral and written communication skills.
<b>Job Specific Education/Qualification</b>	Part CIPD qualified or equivalent experience.
<b>Job Specific Knowledge</b>	Solid generalist HR knowledge and good foundation knowledge of UK employment law. Understands the key concepts of staff development, learning, motivation, and evaluation.
<b>Experience</b>	Experience in a busy generalist HR function is essential. Experience of supporting learning and development activities is desirable. Experience of managing small scale HR projects. International HR experience is an advantage.
<b>Management &amp; Organisational skills</b>	Meticulous attention to detail is essential. Ability to work to deadlines and under pressure. Self-motivated and adaptable, with the ability to support others through organisational change.
<b>Communications Skills</b>	Ability and confidence to communicate with and influence people of all levels and cultures. Proven track record of building strong working relationships, preferably within a multi-sited environment. Awareness and ability to maintain confidentiality is essential.
<b>Creativity &amp; Initiative</b>	Ability to propose creative and sound solutions when problem solving. Is able to interpret and adapt guidance appropriately to ensure that a practical and robust solution is found to suit the circumstances.
<b>Computer Literacy</b>	Experienced user of standard Microsoft packages.
<b>Languages</b>	Fluent in English essential (other languages an advantage)
<b>Travel Requirements</b>	None planned

<b>Prepared by:</b>	<b>Date:</b>
L Formoy/R Baker	March 2018