



**international
alert**

JOB DESCRIPTION

Job Title	Head of People and Talent
Reports to	Director of Finance and Operations
Management Responsibility	HR Officer, SHRBP
Job location	London
Contract Duration	1-year fixed term with possibility of extension

Job Purpose

Reporting to the Director of Finance and Operations, the Head of People and Talent is accountable for:

- Providing organisation-wide leadership on HR, people related issues and policies and work strategically to embed great people practices that are aligned with, and enhance, our core mission, objectives and values.
- Accountable for representing HR and advocating for HR amongst organisation leaders (in the UK and a network of country offices) as well as influencing and securing support for HR initiatives across key organisational stakeholders.
- Leading, managing, and developing an inclusive, efficient and highly competent Talent and HR team who serve as valuable partners to the management of the organisation, and supportive advocates of effective staff management and development. Fostering a team culture that is focused on collaboration, continuous improvement, ongoing personal development and the provision of an excellent HR service and employee experience.
- Developing Alert's Global HR strategy and operational plan, policies, procedures, systems, tools, training and support for sound HR management at all levels across the organisation.
- Providing senior level HR advice and information to meet needs and guide strategic and operational decision-making of Alert's Board, Executive Team and managers.
- Manage a department budget including learning and development budget.

Duties and Responsibilities

Leadership and Strategy

- Overall accountability for developing Alert's Global HR strategy and annual operational plan, working with organisational leaders and appropriate Alert staff / fora to ensure synergy with organisational strategy and direction. Lead on communicating and implementing both.
- Provide strategic guidance and accompaniment to country offices in developing their country-specific people plans in alignment with organisational strategy and priorities.
- Providing leadership to the HR team through development of HR operating plans and strategy, in collaboration with the team, and proactively bringing creative and new ideas or proposals that further the HR agenda.
- Lead on developing, communicating, and implementing organisational HR policies and procedures in accordance with the HR strategy, organisational direction, employment law and best practice.

- Build a robust recruitment strategy, focused on diversity, equity and inclusion that is aligned with our core values.
- Provide strategic direction and oversight on compensation and benefits, ensuring regulatory compliance, equity, and competitive salary levels necessary to attract and retain qualified staff.
- Modernise and make transparent our compensation structure. This includes the processes for managing, analysing, and determining the salary, incentives, and benefits each employee receives.

Gender, Equity, Diversity, and Inclusion (GDEI)

- Supporting the development, articulation, and implementation of the GDEI initiative to embed diversity, equity, and inclusion across the organisation.
- Under the guidance of the Director of Finance and Operations, and in collaboration with the GDEI Steering Committee and the HR team, providing strategic leadership and change management of layering GDEI into the lifecycle of talent management—recruitment and retention of diverse candidates and staff, respectively; organisation engagement and performance management that is inclusive and equitable, respectively; training and development; succession planning; and compensation and benefits, all of which are also inclusive and equitable.

Learning, Development and Performance Management

- Provide coaching/advise to senior leaders on team development and key organisational and management issues.
- Developing a unified approach and corresponding tools for executive and senior leaders to evaluate, design, and align their structures to build high-performing teams.
- Designing and aligning Learning and Development strategy, including a talent management strategy, to support the overall mission and strategic direction of Alert.
- Evaluate and redesign the processes, tools, and activities to manage, maintain, and/or improve the performance of employees.

Team Leadership

- Accountable for line managing, leading and developing an inclusive and high functioning team. Develop a team culture that is focused on collaboration, continuous improvement, ongoing personal development and the provision of an excellent HR service and employee experience.
- Promote the professional development of the team and facilitate ongoing performance management including, but not limited to; goal setting, identifying learning and development needs, coaching, and supporting well-being.
- Motivate, empower and support HR focal points in country programmes in the design and delivery of high-quality services.
- Develop and manage the multi-year HR budget, ensuring expenditure does not exceed agreed levels.

Systems

- Ensure organisational HR systems, tools, training and support are optimised across the organisation working with the HR team and IT to support users.
- Quality control effectiveness of the above across the organisation with the support of the HR team. Identify problem areas and promptly make changes/deliver solutions as needed.
- Keep abreast of HR best practice, ensuring Alert is fully advised and that this is reflected in Alert's HR practices across the board.
- Oversee the development and delivery of Alerts reward strategy globally working with the HR team on its implementation.

Organisational Support

- Provide senior level HR advice and information to meet needs and guide strategic and operational decision-making of Alert's Board, Executive Team and managers

- Oversee the delivery of employee relations (ER) via the HR Team and act as a point of escalation, expertise and guidance on complex ER cases as required.
- Understand the internal and external donor and funding landscape to effectively drive the fundraising agenda through workforce planning.
- Oversee Alert's recruitment practise via the HR Team, striving to continuously improve Alert's recruitment policy, systems, and processes. Guide and mentor the HRO on London and International recruitments, ensuring compliance with appropriate legislation.
- Be the first point of contact for expert advice to London managers and staff on all queries, relating to Performance Management and Professional Development of London and international staff.
- Research and ensure up to date knowledge and compliance of UK, European and country specific employment legislation and case law as required.
- Undertake initiatives that address current HR challenges, and identify and implement agreed changes, including technological solutions where appropriate and possible.
- Provide training, briefings and guidance to Alert employees and managers as required. Actively participate in the Crisis Management Group as Family Liaison, attending regular meetings and ensuring deputies are fully briefed.
- Drive the wellbeing agenda for staff, providing professional advice in this area and overseeing organisational wellbeing practises. Provide pastoral support where necessary to all London-based employees.

Information Management

- Maintain and develop HR information systems and explore new technologies where appropriate – introducing and overseeing the preparation and analysis of HR metrics and providing feedback that supports decision-making in specified areas.
- Overall accountability for the accurate and effective administration of all HR records, databases and documentation, ensuring compliance with Alert's Data Protection Policy
- Oversee communication with the Finance Team on people changes which affect payroll and annual performance increments.

Organisation

- Network with HR representatives of similar organisations to share information and lessons learnt
- Liaise on behalf of Alert as required with external agencies such as solicitors, the immigration department, professional HR bodies and recruitment agencies
- Lead on Alert's wellbeing agenda and engrain it within the people strategy. Implement systems to monitor employee's wellbeing, engaging employees and listening to feedback to constantly improve Alerts practices in this issue.

Contribute to Alert's organisational processes and strategies

- Contribute to team-wide communications and knowledge management and participate in organisation-wide events and discussions on related topics/projects.
- Any other tasks as may be reasonably required.

Travel requirements

The Head of People will normally be expected to travel for around 15% of their time to visit country programmes

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents
At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for creating the conditions for people to succeed, acquired through your experience of people management and leadership. You will be inspired and driven by the positive and transformative impact of effective HR and you are deeply committed, both personally and professionally, to equity, diversity and inclusion. You will demonstrate enthusiasm to model impactful, influential leadership, creative problem-solving, and a learning approach to each aspect of your practise. This is what we will be looking for above all else.

CIPD or equivalent qualified with evidence of continuous professional development.
Demonstrable leadership experience and people management experience.
Significant experience of delivering HR services with a proven track record of delivering an excellent people service with a focus on efficiency and effectiveness.
A developed understanding of core HR processes and policies including a sound understanding of employee relations and UK employment law.
Proven experience of organizational development in a complex leadership role with direct people oversight and accountability for key performance indicators
Commitment to equity, diversity, and inclusion, personally and in previous leadership positions.
Demonstrates knowledge of and shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds and cultivates a diverse workforce.
Strong written and verbal communication skills with experience of writing papers or proposals for consideration by leadership and the gravitas to represent the function at a senior level.
Excellent influencing and stakeholder management skills with the ability to work collaboratively with peers and colleagues.
A strong understanding of the external environment including changes in UK employment law, best practice and external trends with a proven record of using this understanding to inform the people agenda and generate innovative ideas for improvement.
Sensitive to context, local environments, local dynamics that drive conflict and division, and power imbalances.
Ability to communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance.
Fluent in spoken and written English

DESIRABLE REQUIREMENTS

High standard of written and spoken French, Arabic or Russian
Experience living and / or working in a culture other than their own
Experience working in an international context
Familiarity with HR operations in a INGO environment

Knowledge of the current funding environment
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