**JOB DESCRIPTION**

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| **Job Title**  |  Policies Officer (HR) |
| **Reports to**  |  Head of People |
| **Job location**  |  Any of Alert’s registered offices |
| **Grade**  |  4 |
| **Contract Duration**  |  Fixed term contract, 4 months |

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| **Job Purpose**  |
| The Policies Officer supports the revision of International Alert’s organisational policies, as part of a comprehensive review and update process. The postholder will works closely with the Director of Global Delivery (DGD), and the Heads of People, Finance and IT, to review, update and consult on organisational policy revisions. They coordinate groups of staff to obtain their input and thoughts on people and other policies and procedures. As the policy review is not expected to be completed within the postholder’s tenure, they ensure a sustainable process is in place to complete remaining updates.  |
| **Duties and Responsibilities**  |
| * Review Alert’s organisational policies and make factual and formatting edits to ensure they are up to date and accessible to all staff.
* Review HR policies and draft revised HR policies in close collaboration with the Head of People, to ensure they remain fit for purpose and reflect the latest developments in effective people management.
* Ensure that people policies and procedures are clear, well researched and comprehensive from the perspective of managers and staff.
* Working with the Head of People, support consultation with members of the Community Forum on people policies and procedures.
* In consultation with the Head of People and Gender, Diversity, Equity and Inclusion Steering Committee, establish a People Policies Working Group to support the review of policies affecting people.
* Coordinate the People Policies Working Group: organise monthly meetings, circulate papers and minute meetings.
* Coordinate small groups of Finance and Operations staff to support drafting of key sections of finance, security, compliance, IT and environmental policies.
* Working with the Partnerships Process Working Group, support the update of our partnership procedures, through drafting procedure documents and coordinating staff contributions.
* Prepare revised policies for presentation to the Executive Team (XT) by the Director of Global Delivery or Head of People, Finance or IT and attend Executive Team (XT) discussions of policy revisions.
* Establish sustainable processes for finalisation of Alert’s organisational policy review once the role closes.
* Undertake other tasks requested by the Director of Global Delivery or Head of People.
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**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| A relevant degree or Chartered Institute of Personnel Development (CIPD) or equivalent Level 3 qualified or relevant experience. |
| Good knowledge of HR principles, policies, and procedures  |
| Experience developing people policies and procedures which reflect and comply with legislation and case law and meet business need. |
| Experience of stakeholder relationship management |
| Proficient in HR software systems and MS Office applications |
| Excellent interpersonal and communication skills, able to relate to people at all levels and from diverse backgrounds |
| Fluency in English (written and oral skills), including policy and procedure drafting. |
| Attention to detail and accuracy and an ability to plan and prioritise  |
| Existing right to work in the requested country in which Alert has a registered office. |

**DESIRABLE REQUIREMENTS**

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| Experience working for an NGO and/or international experience. |
| Fluency in French |
| Undertaking trade union consultation on people policy development. |