

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

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

1. OVERALL PURPOSE OF JOB

To work in partnership with managers and colleagues to shape, develop and deliver HR activities and initiatives in support of organisational goals and strategy. To coach, mentor and advise managers and staff to embed good people management practices and maintain positive employee relations.

To provide support across the global Secretariat but with a particular focus on teams that are growing and/or undergoing organisational change.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Senior HR Business Partner
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
No formal line management responsibility but operating within a matrix structure. Will act as mentor across the Global HR network.
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE SECRETARIAT:
<p>This person will be required to:</p> <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.- Act as a business partner, focusing on certain regions and departments that are in the growth phase or going through organizational change by connecting with their leaders to learn & guide them through the people plan for their region/department.- For the focus regions/departments; attend team meetings to build and maintain strong relationships and monitor engagement & morale of the team, thus ensuring proactive action.- Provide the necessary HR support to ensure a good employee experience
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE BIRDLIFE NETWORK :
Collaboration with HR professionals from across the BirdLife Partnership.

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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 build relationships with managers and leaders across the Secretariat, acting as a trusted advisor on HR practice, policy, legislation and change management 2. To act as coach, mentor and partner to colleagues in regional offices to ensure good people management that is consistent with global policy and compliant with local legislation and practices 3. To coordinate activities relating to case work, international contracts and cross-border working arrangements 4. To provide support and/or lead in delivering the HR projects, activities and initiatives outlined in the People Action Plan

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated responsibility to approve payments as agreed with HR Director
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.

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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	CIPD qualified (5-7), or equivalent experience
Job Specific Knowledge	Sound knowledge of UK employment law and HR good practice across the whole employee cycle, and ability to apply in a global context. Experience of APAC, USA and/or Ecuadorian practices an advantage.
Experience	Proven track record of operating within a multi-sited and international environment. Strong facilitation and coaching skills, and experience in taking the lead in managing casework and resolving complex employee relations issues.
Management & Organisational skills	Emotionally resilient and self-aware, with the ability to prioritise and manage own workload. Strong project management skills, good attention to detail, ability to work to deadlines, and know when to refer or seek advice. Adaptable and ability to support and lead others through organisational change. Leadership experience desirable, 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
Computer Literacy	Experienced user of standard Microsoft packages.
Languages	Fluent in English essential. Spanish is 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 HR Director	January 2024