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| **TITLE:** Global Architecture TE HR Business Partner – TE Transformation |
| **TEAM/PROGRAMME:** SCI Transformation Delivery / SCI People & Organisation (P&O) | **LOCATION:****UK or any existing Save the Children International Regional or Country office Worldwide or select SC Member offices (upon approval)** |
| **GRADE**: B; mid-senior level | **CONTRACT LENGTH:** Until end of December 2023  |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** The project that this role will support is the Technical Expertise (TE) Transformation Project. For Save the Children to achieve our Ambition for Children 2030, we need to have the right level of technical expertise in the right place doing the right things. Technical Expertise is critical for designing and delivering, mobilising resources, building capacity, advocating for change, influencing policy and practice, building our evidence, and disseminating our learning on what works for children. This transformation is critical to our impact for children, and this transformation is all about our people, so HR leadership is critical. Our HR systems and processes are a critical success factor to enable this strategy. This role will sit across two workstreams that are looking at how our global TE can be better organized and better funded. This includes designing HR systems and processes to accommodate the effort reporting of technical experts, and supporting the recruitment of technical experts across the organization. This role be responsible for working with the global and regional HR leadership to ensure we follow Save the Children policy and global HR best practice. In addition, this role may support some work to support country offices in TE attraction and retention.  |
| **SCOPE OF ROLE:** **Reports to:** Centre Global HR Director, dotted line to TE Transformation Global Architecture Workstream Lead**Staff directly reporting to this post:** None**Budget Responsibilities:** None**Role Dimensions:** This is a key post within the People and Organization Team, which will focus on the development of leading-edge HR practice for staff, including initiatives that will help sustain a strong, values-based culture and a motivated and engaged workforce. The role will focus on supporting the “Global TE Architecture”, “Country Office Readiness” and “Finance and Compliance” Workstreams within the TE Transformation project team.The post-holder will work closely with other Teams in the People and Organization Team including Global Mobility, Talent Acquisition and Reward, as well as the Technical Expertise Transformation team which includes the Project Director, Global Change Manager, Senior Project Manager, Business Analyst, as well as team members within workstreams**.** |
| **KEY AREAS OF ACCOUNTABILITY :** Finance and Compliance* Work with the Finance and Compliance and TE Transformation teams to explore the HR impacts of the proposed changes.
* Lead the SCI/Member HR working group – responsible for HR leadership to the project during all phases of the project.
* Be responsive and available as an HR SME during the Design and Develop phases of the project.
* Own the HR workplan and dependencies.
* Responsible for Oracle data quality for the OHT team
* Management of the change impact assessment for the OHT HR function including the current future state and process alignment between SCI and Members covering timesheets, annual leave reconciliation processes, management of public holiday and annual leave entitlements
* Ensure all HR documentation and onboarding checklists are updated to reflect the new process steps to ensure data captured in Oracle meets business requirements.
* Develop a clear BAU resourcing plan to meet the new Finance and Compliance business processes, considering financial constraints, agreements with SCI and member leadership, legal compliance and DEI.
* Coordinate BAU recruitment with SCI centre HR
* Work effectively with the project team, HR colleagues across SCI and in Save the Children members on managing secondment agreement updates

TE Surge * Review skillsets identified and prioritised for the TE Surge and develop clear Job Descriptions for the team
* Create a TS competency framework, based on the overall TE frameworks
* Develop a grading approach for the proposed Technical Surge roles and ensure a well balance mix of grades
* Support the GA Workstream Lead and GEHSP Leadership to define reporting lines for the technical surge TE, ensuring HR org design principles are met
* Develop a resourcing plan and lead the recruitment for the Technical Surge, prioritising diversity and in line with the organisation’s shift the power ambitions
* Assess the remuneration and benefits for technical surge roles, in line with organisational policies and locations, as well as the technical surge funding model
* Ensure compliant contracting for technical surge staff
* Where technical surge staff are hired in Member locations, put secondment agreements in place to enable compliant hiring
* Plan and lead a HR induction for technical surge staff
* Ensure sufficient BAU HR support is in place for technical surge staff

Review and build the TE external surge (alumni) roster* Review the skillset of TE staff currently on the external roster and identify gaps
* Lead recruitment for additional roster staff to fill critical gaps
* Plan and manage an induction for new consultants on the roster
* Develop an approach for ongoing management and review of roster talent

Support in other areas as needed* Convene HR experts from across SCI and Members to develop and deliver the HR workplan for Finance and Compliance and Global TE Architecture
* Support country office capacity building on recruitment and retention as required
* Contribute to the overall strategy to improve TE attraction and retention
* Support the overall project as required, including maintaining strong connections between TE Transformation and the P&O team
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for smoothening the implementation and consolidation of project solutions by challenging the requirements and design
* holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the Lead Country Director and their key country resources accountable for their input and judgements per Phase

**Ambition:*** translates the ambitious and challenging goals for SCI projects in proactive action to avoid work or complications in a later stage, engages and encourages all relevant stakeholders, takes responsibility for their own personal development in this respect
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale

**Collaboration:*** builds and maintains effective relationships, with their C&D team, SCI project leads, project managers, PMO and representatives from the field
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Educated to degree level / equivalent work experience; CIPD qualified or equivalent overseas qualification |
| **EXPERIENCE AND SKILLS****Essential*** Good organisational planning skills and a proven ability to work with a large degree of independence, managing own workload and priorities and identifying opportunities to add value to the business.
* Proven record of accomplishment of change management within a multi-disciplinary and multi-site organisation.
* Adaptable and flexible and be able to manage changing priorities.
* Supporting and influencing others, enabling effective working as a member of a team and in collaboration with staff and volunteers with full commitment to organisational goals.
* Excellent interpersonal skills, collaborative style and approach, and ability to work effectively across cultures.
* Interpersonal awareness including listening and being able to consider different perspectives.
* Building relationships with team, managers, staff and volunteers.
* Proven experience of managing a wide range of UK employee relation’s casework and operating successfully in an advisory capacity with a generalist approach.
* Demonstrates strong business acumen, ensuring that HR policy or development activity addresses the business needs, providing consistent, business relevant advice to senior line managers and other HR staff.
* Proactive with plenty of initiative.
* Knowledge and good understanding of diversity issues including some understanding of issues around gender, age, cultural sensitivity and a commitment to SCI’s values and principles of equal opportunities.
* Competent in MS Word, Excel and PowerPoint
* Strong interpersonal and relationship building skills and an excellent communicator with a high level of written and verbal English.
* Enthusiastic individual who has a positive attitude and is comfortable dealing with employee relations issues.
* Previous experience being involved in HR project work
* Excellent verbal/written communication skills, confidence to communicate appropriately with clients at all levels, both internally and externally.
* Experience in a UK generalist HR role within a large, complex global organisation.
* Sound knowledge of UK employment law and HR best practice across the full spectrum of HR activity including working with external counsel
* Experience of reviewing and drafting HR policies, procedures and guidelines and of developing and implementing systems (including IT systems).
* Experience of working closely with specialist HR staff including Reward, L&D & Recruitment Specialists.
* Awareness of good HR practice in relation to child safeguarding.
* Strong eye for detail, particularly when issuing/drafting legal documents e.g. secondment agreements, employment contracts.

**Desirable*** Experience in Save the Children movement, especially with HR systems and processes in Country Offices
* Understanding of the HR Oracle systems (including Taleo and ORC)
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
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| **JD written by: Nick Baxter** | **Date: 17 February 2023** |
| **JD agreed by: Senait Zenebe**  | **Date:**  |
| **Updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |