

## Job Description

Job title	Human Resources Manager (Interim)	Location	London. UK
Department	Human Resources	Length of contract	Fixed Term, 10 weeks starting on 4 <sup>th</sup> July
Role type	Global	Job level	Manager
Travel involved	None	Safeguarding level	TBC
Reporting to	<b>Manager:</b> HR Director <b>Task Manager:</b> N/A	Direct reports	None

### Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses and campaigners to deliver clean air for all as fast as possible.

### Clean air for all

We all need clean air. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

### How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. Our grants, research and other activities are delivered globally, at a country level and thematically.

- Through our global programme, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- Our work in a small number of 'lighthouse geographies' is designed to test approaches, support change, and learn lessons about what works. We are currently working in India, Poland and Bulgaria, and the United Kingdom, and will begin work in Ghana in 2022.
- Alongside our in-country and global activities, we focus on themes such as air quality data and stakeholder groups such as businesses, to build and support a movement for clean air.

## What we offer

We are a new organisation that is clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In return everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

## Country or department background

The Human Resources team ensures the smooth functioning of the Clean Air Fund by providing strategic and operational input on people related aspects that cover the entire life cycle of individuals, ensures CAF's healthy organisational culture and make the charity a great place to work.

## Job purpose

The post holder is responsible for providing a professional and effective human resource operational support and advice to managers and staff in the UK and internationally to ensure legal compliance and best practice. The post holder is also responsible for reviewing and implementing HR policies & procedures including recruitment.

## Scope of role

The post holder implements HR policies and procedures, manages the recruitment process for all staff and consultant, provides specific advice and guidance to managers and employees on a variety of HR issues including recruitment, employee relations, performance management and L&D.

## Key working relationships

The post holder works closely with managers and employees in advising them on operational aspects of the HR Function. Externally, the role liaises with consultants, HR providers and HR networks.

## Key accountabilities

### 1. Policy and Advice (15%)

- Contribute to the development of CAF's Human Resources strategy, annual plan and global policies.
- Ensure that the CAF's Country specific HR policies, employees handbooks, practices and processes are created and updated according to the policy review date or sooner, ensuring that they are fit for purpose and consistent with external good practice and legal requirements.
- Advise, train and coach managers and staff on CAF's HR policies, procedures and best people management practices in accordance with legal requirements

- Carry out HR inductions and exit interviews, identifying key trends and ensuring that other departments are aware of issues requiring improvement.
- Contributes towards the creation of initiatives that promote staff engagement and wellbeing and coordinates the internal HR working groups
- Drives the EDI and wellbeing internal agenda
- Acts on HR related items to minimise risks identified on the risk register.

## **2. Recruitment and Selection (25%)**

- Manage the job evaluation; ensuring consistency across the organisation
- Work closely with colleagues to ensure a coordinated approach to recruitment throughout the organisation, ensuring effective forward planning and awareness of available staff resources to fill vacancies.
- Lead on all aspects of the recruitment and selection process, in liaison with line managers, ensuring that CAF's recruitment policy and process and good practice is carried out in all recruitment and selection activity. Specific responsibilities include job description development, recruitment planning and short-listing, selection interviews and tests, job offers, salary negotiations, issuing contracts and onboarding coordination.
- Act as a system administrator of the Applicant Tracking System (ATS) including:
  - efficient support by the ATS company to CAF's country offices;
  - act as the internal support desk of the ATS;
  - stepping in, where needed, to ensure employees and candidates have relevant access to the ATS
  - ensure the system is up-to-date and customized to fit the needs of the organisation.
- Train employees, in use the ATS recruitment module and recruitment policy
- Ensure the ATS is correctly used with up to date information and data is being entered correctly.
- Create personnel records for employees in the HRIS.
- Support the implementation of the ATS in 2022

## **3. Consultant Management (5%)**

- Contribute to developing and implementing the consultant management policy (within the procurement policy) and processes.
- Developing and maintaining a CV database for consultancy roles.
- Identifying and assessing short term consultants.
- Supporting managers in the development of TORs and advising in rates for consultants.
- Ensure that the quality of work of consultants against TORs is monitored and documented.

## **4. Performance Management (10%)**

- Support management on the handling of performance management cases including the creation and monitoring of actions plans
- Support senior management on the improvement of the quality of probation and other reviews conducted and oversee the completion of performance reviews across the organisation
- Monitor performance reviews and advise line managers on performance management issues identified.

**5. Learning and Development (20%)**

- Delivers policy related training, including HR induction and training on the ATS and HRIS
- Coordinates L&D activities including lunch and learn sessions
- Facilitate selected training activities focusing on particular areas of professional expertise
- Ensure that all learning and development administration is carried out effectively and efficiently ensuring a professional and responsive profile with attendees
- Maintain awareness of other learning and development provision in the sector and its linkages to CAF present and potential needs
- Collaborate with external organisations to develop sector wide programmes that meet CAF requirements and maximises organisational resources

**6. Management and organization (10%)**

- Act as the HR representative in countries where there is no HR function.
- Proactively propose changes to systems and procedures to improve the efficiency of the department.
- Ensure the HR database and the virtual filing systems for all staff and consultants are up to date and produce reports and analysis as requested by managers and HR Director.
- Prepare the payroll instructions for UK and India payrolls including collating relevant documentation.
- Manage the monthly resource allocation and tool.
- Cover for absences in the HR department, and undertake any other reasonable duty commensurate with the post as requested by the HR Director.

**7. Representation and relationships building (5%)**

- Maintain and develop good relationships with similar organisations in the sector, with ongoing dialogues concerning policies and trends within relevant networks
- Developing relationships with relevant institutions across the regions of operation
- Contribute to cross-departmental initiatives.
- Keep updated with relevant trends and propose improvements to processes and tools

**8. Human Resource Reporting and Administration (10%)**

- Be the global focal point for the HRIS, including:
  - act as the internal support desk of CharlieHR;
  - troubleshoot compatibility issues between CharlieHR and staff, escalating to the HR Director where relevant;
  - ensure employees have access to relevant sections in the system;
- Develop new workflows and other features in CharlieHR to achieve the automatisisation agenda of the department.
- Monitoring the quality of information and permissions to view and update data given to employees depending on their role and location.
- Maintain accurate and up to date personnel records including archiving.

**Person Specification**

**Essential technical competencies**

- Degree in a Human Resources related field.

- At least Level 7 CIPD qualified or equivalent.
- Experience of providing an HR service to a multi-site operation in the development or philanthropic sectors.
- Good working knowledge of current UK employment law.
- Strong experience of developing and implementing HR policies, procedures, and projects.
- Strong experience of managing and undertaking a high quality recruitment process at a senior level.
- Strong experience of providing a broad range of high quality HR advice and coaching (including disciplinary and grievance) to managers and staff policies in a fast-paced and rapidly growing environment.
- Strong experience of developing and communicating HR management information.
- Experience of undertaking payroll.
- Experience of establishing strong working relationships with colleagues in different positions and cultures.
- Experience of proactively identifying and addressing issues.
- Experience working with a highly driven, bright workforce with high expectations of themselves and others.
- Confident user of Microsoft Office packages - Word, Excel, and Outlook, and HRIS.
- **Desirable technical competencies**
- Advanced CIPD qualification level.
- Direct work experience in Asia and/or Africa
- Demonstrated interest in at least one of: air pollution, climate change, public health or childhood development
- Experience of managing consultants and providers
- Experience working in a matrix management structure

#### **Essential behavioural competencies**

- Ability to work in multi-cultural environments
- Ability think critically, analyze multiple sources of information objectively and strategically and propose solutions
- Ability to demonstrate a flexible approach to managing and prioritising a high workload and multiple tasks in a fast paced environment with tight deadlines.
- Ability to work autonomously and with an instinctive pragmatic and problem-solving approach
- Trustworthy and able to act with discretion and diplomacy
- Excellent interpersonal and consultative skills, including the ability to communicate, present, negotiate and influence a variety of audiences face to face and at a distance
- Fluent in English, excellent communication skills, both written and verbal.
- Organised and methodical with impeccable attention to detail.
- Ability to use judgement to determine when to deal with a query to conclusion or when to consult or pass on to another member of the team.
- Commitment to CAF's values, in particular equal opportunities.

#### **Desirable behavioural competencies**

- Good numerical skills.
- Knowledge of the employment laws of countries where the organisation operates.
- Proficiency in other languages.



#### Further information

This is a full-time position, working from home can be facilitated for up to 50% of the working hours.

The preferred location is London but candidates with the right to work in a location where CAF has an office will also be considered. We will not be able to support work visa applications.

Salary and benefits dependent on the location.