

Job Description

Job title	Human Resources Project Partner	Location	London / Delhi/ Accra
Department	HR	Length of contract	Permanent
Role type	International	Job level	Senior Specialist
Travel involved	Occasional	Safeguarding level	TBC
Reporting to	HRD	Direct reports	None

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

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

Globally, over 7 million people die every year because 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.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).

What Clean Air Fund offers

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

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

Job purpose

The Human Resources Project Partner is responsible for ensuring all aspects of the employee experience are planned and delivered satisfactorily including annual, quarterly and monthly initiatives and activities. This role is responsible for all HR reporting including KPI reporting.

Key working relationships

The key internal working relationships are Clean Air Fund staff. External working relationships will include HR providers.

Key Responsibilities

Employee experience including employee engagement (30%)

- Proactively propose changes to systems and procedures to improve the efficiency of the department.
- Responsible for ensuring best in class HR ways of working which are clear for everyone to understand and get the right information and support when needed.
- Drive the internal EDI and wellbeing annual action plans
- Create and maintain the HR supplier's management tracker and manage HR suppliers invoicing to ensure timely upload and processing through internal Finance systems
- Track HR, recruitment, and L&D expenditure, whilst ensuring payments are made on time.
- Lead on the implementation of any new HRIS

Reporting including KPIs (20%)

- Prepare KPI quarterly reports and analysis; including staff turnover, absence, L&D activities, equality indicators employee relations and recruitment.
- Manage the annual staff survey process including action planning and tracking and management of the Culture Amp system. Work with the HRBP's to produce departmental reports and support local action plans
- Exit interview information, identifying key trends and ensuring that HRBP's are aware of issues requiring improvement.

- **Learning and Development including IPR cycle (20%)**
- Coordinate and or facilitate selected training activities taking responsibility for Training recording / calendar/ organization.
- Ensure that learning and development administration is carried out effectively for all activities
- Ensure regular mandatory training is conducted and meets donor and statutory requirements.
- Ensure regular updating of the HR Learning and Development records
- Coordinate EDI training for the organisation
- Manage LinkedIn Learning- be point of contact for account manager, ensure all new starters have access. Provide regular updates to the whole of CAF
- Updating the resource library with relevant platforms and free L&D courses that provide manager and employees with adequate material to enhance their skills and support their work.
- Liaising with the HRBP's to ensure probationary reviews are conducted on time and letters are issued and saved in the personnel records

Global Policies and Processes (20%)

- Research, review, recommend and seek approval for all CAF HR policies and procedures ensuring clear and transparent guidelines globally. This will include both local country policies as well as global guidelines. 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

Reward including the annual reward cycle (10%)

- Working with the HRBP's manage the Annual salary review including data review aligned with annual performance reviews and bonus. Benchmark with similar organizations globally
- Annual, Mid-year review and probationary review -data collection and reporting
- Undertake market research, including completion of salary surveys and assist in the analysis and reporting of pay and benefit data based on the external benchmark. to ensure we have the correct salary and benefits offer for countries.

Person Specification

Essential technical competencies

- Good generalist HR experience ideally obtained in an international organisation
- Strong project management experience with the ability to own delivery end to end with multiple stakeholders.
- Data driven with experience working with HRISs
- Experience of working in an organization with multiple stakeholders
- Project management experience ideally within a HR environment
- Experience of the employee life cycle including annual reviews and pay increases
- Strong experience of developing and communicating HR management information

Essential behavioral competencies

- Experience of establishing strong working relationships with colleagues in different positions and cultures.

- Good customer service skills, logical with track record of talent acquisition internationally.
- 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.
- Organized 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 (collaboration, dynamic and evidence informed)
- Commitment to ensuring CAF is an equal opportunities employer