

Job Description

Job title	HR & Payroll Partner	Location	London / Delhi/ Accra
Department	HR	Length of contract	Permanent
Role type	International	Job level	Specialist
Travel involved	Occasional	Safeguarding level	TBC
Reporting to	HRD		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

This role is to provide specialist HR support across Payroll, HRIS, Analytics and Recruitment supporting the HR team deliver excellent customer service.

Key Responsibilities

Payroll (20%)

- Liaise with the Finance department, line managers, Global Recruitment Partner and HRBP's to ensure all payroll documentation is correct and that all employees are paid
- Prepare payrolls for review and approval of the appropriate HRBP
- Act as day to day contact and liaison between Employer of Record and relevant employees
- Annual salary review administration and implementation including salary review/ bonus letters

HRIS- both current system and managing data (20%)

- Ensure the HR database and the virtual filing systems for all staff are up to date including all new starter details, changes including salary and archiving leavers.
- Act as the internal support desk of the HRIS, troubleshoot compatibility issues between the HRIS and staff, ensure employees have access to relevant sections in the system; by maintaining a permission structure
- Ensure the Human Resources Information System (HRIS) is accurate at all times with correct permissions, manager access and personal information.
- Ensure the ATS is correctly used with up to date information and data being entered correctly

General (30%)

- Support the HR team on the preparation of Power Point presentations.
- Assist with drafting contracts, offer letters and documents for staff and consultants.
- Contribute to the development of the HR annual plan and global policies.
- Maintain the HR calendar for critical dates.

- Lead on new joiners and leavers processes such as scheduling exit interviews, opening and closing records on HRIS.
- Support the administration of CAF benefits such as but not limited to eye care and cycle to work schemes.
- Prepare the monthly HR presentation for the staff meeting
- Manage the day-to-day relationship with HR providers such as travel health, EAP, benefits providers, HRIS, Engagement provider.
- Update holiday records for all locations
- Keep organisational charts up to date
- Produce employee related reports and analysis depending on organisational requests.
- Ensure HR virtual filling is understood and adhered to by the team including SharePoint

Recruitment (30%)

- Day to day recruitment administration
- Advertise vacancies via our recruitment system (Reach) ensuring attention to detail, and circulate all vacancies internally
- Maintain the HR recruitment inbox, responding to all external stakeholders in a timely manner.
- Ensure that all candidates receive timely communication for throughout the recruitment process.
- Arrange tests and interviews, ensuring all relevant parties are aware of the recruitment process at all stages and ensure provision of feedback to unsuccessful candidates.
- Complete security checks and compile starter documentation for UK and employees in other geographies and escalate any concerns to the Global Recruitment Partner to ensure safe recruitments are conducted.
- Maintain recruitment records, interview grids and tests on SharePoint in line with GDPR and recruitment policies.
- Coordinate induction meetings for all employees

Person Specification

Essential technical competencies

- Experience of working in a HR department in an organisation supporting recruitment processes or HR administration, ideally in an international setting
- Ability to work at pace, juggle competing demands effectively and manage own workload and priorities.
- Experience of establishing strong working relationships with colleagues from different functions, levels, and cultures.

Essential behavioural competencies

- Supremely organised.
- Excellent attention to detail and strong follows through of tasks to completion.
- Strong written and verbal communication skills.
- Happy to work with limited supervision.
- Trustworthy and able to act with discretion and professionalism.
- Solution focused and able to develop systems for new areas of work.
- Proactive and confident with the ability to 'manage up' when required.
- A self-starter, with resilience and interpersonal flexibility.
- Willingness to take on tasks within the role, dictated by the needs of the business.

