



Linking local priorities and global challenges

HR Manager

Job details

Group	Human Resources
Reports to	Senior HR Manager (FTC)
Purpose of job	To take lead responsibility for HR operational and recruitment related activities. To provide professional support and service to IIED's managers and staff members.
Main contacts	Internal: HR colleagues; Line Managers; Job Evaluation Committee; Union Representatives; Coordinators Group; all other members of staff External: HR Colleagues; HR related Professional Bodies; HR Software Provider (ACCESS); Employee Protection Scheme/Pension Administrator (Secondsight); Recruitment Agencies; Training Providers; BWB (Lawyers); Prospective employees/applicants; General Public
Contract type	Permanent
Hours	Full time – 35 hours per week
Location	Central London
Grade and salary	Grade 4 , £36,317 per annum (up to £42,988 for exceptional candidates)

Context

The **International Institute for Environment and Development (IIED)** is a policy and action research organisation with offices in Central London and Edinburgh.

The Institute provides expertise and leadership in researching and achieving sustainable development at local, national, regional and global levels. In alliance with others, we are helping to tackle the biggest issues of our times - from climate change, to the pressures on natural resources and the forces shaping global markets.

We specialise in linking local priorities to global challenges. IIED works in Africa, Asia, Latin America, the Middle East and the Pacific, with some of the world's most vulnerable people. We work with them to strengthen their voice in the decision-making arenas that affect them — from village councils to international conventions.

With over 125 members of staff working with associates and partners around the world, IIED has been at the forefront of policy-making in sustainable development for over 40 years.

Key responsibilities

1. Liaison between HR and other IIED Groups/Departments (30% of time)

- Provide professional advice and recommend action to colleagues on the full range of HR operational, personal and policy matters;
- Work closely with line managers and provide them with expert guidance, training and support to guarantee a consistent and fair approach to people management across the institute;
- Provide advice and manage individual or team-based HR issues and problems in conjunction with the Senior HR Manager.

2. Recruitment and Induction (30% of time)

- Oversee the smooth running of the operational aspects of the recruitment and induction process;
- Manage recruitment campaigns in collaboration with IIED colleagues;
- Manage and advise on the Institutes "Associates" Group including administering the set-up and renewal of Associates by liaising with Group Manager/Coordinators as required;
- Manage the "regrade" process;
- Lead, support and help develop the Job Evaluation Committee (JEC);
- Lead and advise on UK Visa and Immigration matters, keeping up to date with changes to legislation. Train the HR team on visa processes.

3. Management of HR-related projects, analysis, reporting and documentation (10% of time)

- Revise existing HR policies or develop new ones in collaboration with HR colleagues;
- Prepare narrative reports on a variety of organisational and personnel issues;
- Act as the HR lead on GDPR ensuring the team is complying with legislation and responding to Subject Access Requests if received.

4. Learning and Development (15% of time)

- Assist the Senior HR Manager with the implementation of the L&D Strategy;
- Review the PDR outputs for common training needs across the Institute;
- Develop training and information materials;
- Manage training and counselling sessions;
- Work with training providers to devise training modules tailored to IIED needs;
- Undertake training needs' analysis.

5. Management of HR Transactional and Administration services (10% of time)

- Provide support and guidance to the HR team in the effective operation of HR transactional and administration activities and processes;
- Help the HR Officers with any complex payroll queries;

- Take the lead responsibility for the migration of HR staff records from current paper-base to cloud base;
- Collaborate with the HR Team for the continuous improvement of HR systems and practices.

6. Contribution to Institutional Life (5% of time)

- Work with HR colleagues, the Web Services and Web Content Managers to develop the content of the HR-related webpages and keep it up to date;
- Work with the Intranet Manager for the development and maintenance of HR- related pages on the IIED Sharepoint page;
- Engage with IIED-wide activities outside the day-to-day job requirements as HR Manager, for example be a member of the Gender Equality Champions Network;
- Maintain external links and network with professional bodies, groups and communities.

Person specification

Skills and Experience

	Essential	Desirable
Qualifications	<p>First degree or equivalent level of education and/or significant HR related working experience</p> <p>Chartered Member of the Chartered Institute of Personnel and Development</p>	<p>Postgraduate HR qualification or equivalent professional qualification</p>
Knowledge	<p>Working knowledge of employment law including the ability to interpret relevant legislation</p>	<p>A good general grounding in politics and current affairs and an interest in and understanding of the issues involved in Sustainable Development</p> <p>Knowledge of TUPE</p>
Experience	<p>Proven experience of managing and delivering recruitment processes. Experience of recruiting internationally, including knowledge and experience of the visa process</p> <p>Experience of designing, implementing and reviewing HR-related projects</p> <p>Experience of providing a wide range of high-quality HR services, support and advice on policy, operational and personal matters to line managers and employees</p> <p>Evidence of previous contributions to HR policy review and development as well as HR systems, processes and practices, including database and payroll</p> <p>Experience of managing employee relations issues effectively</p>	<p>Familiarity with working in a unionised environment and / or an organisation that is committed to equal opportunities and diversity</p> <p>Experience of working with outsourced payroll providers or supporting an in-house payroll</p> <p>Experience of advising on and assisting with restructuring processes</p> <p>Experience of conducting stakeholder meetings</p>

Skills	<p>Excellent written and verbal communication skills in English to convey messages clearly and effectively and to build credibility</p> <p>Accuracy and attention to detail</p> <p>Excellent interpersonal skills to interact with people of all levels and backgrounds building trust and confidence. Ability to work independently and as part of a multicultural team</p> <p>Listening, facilitation and negotiation skills to deal with individuals and teams and solve HR-related issues and problems</p> <p>Excellent IT skills</p> <p>Excellent personal organisational and time-management skills (working to deadlines and under pressure, prioritising workload, multi-tasking, the ability to be adaptable and flexible in a challenging environment)</p>	Ability to motivate staff and delegate effectively
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Behavioural Competencies

Competency	Description	Level required
Delivering excellence	A concern for delivering high quality work and improving performance. Consistently looks for ways to add value to colleagues, partners and stakeholders	3/2
Developing others	Invests time and energy in fostering the long-term learning and development of others. This can involve the provision of practical advice, support, feedback or training to support development	3/2
Empathy	An ability and desire to understand individuals, how they feel, their thinking and what drives their behaviour	3/2

Flexible thinking	The ability to understand and appreciate issues from a wide range of perspectives and adapt one's thinking and approach based on this understanding	3/2
Information seeking	A curiosity to find out more about people, concepts and issues. Asks questions to clarify understanding, conducts research or scans the environment for information that may be of future use	3/2
Initiative	Thinks ahead and takes decisive action to make the most of opportunities and avoid future issues	2
Integrity and commitment	Demonstrates a commitment to the values of IIED and acts in the best interest of the organisation and its partners / stakeholders	2
Understanding contexts	An ability to understand the organisational, political and cultural context within IIED and across other organisations / political bodies	3/2
Working collaboratively	A desire to work cooperatively with others to maximise the effectiveness of IIED, build knowledge and understanding and minimise duplication of effort	3/2