

ROLE PROFILE

JOB TITLE:	SENIOR HR BUSINESS PARTNER	REPORTING TO:	HEAD OF OPERATIONS TARA MADDEN
TEAM:	OPERATIONS	WORKING LOCATION(S):	DUBLIN
WEEKLY HOURS: CONTRACT TYPE:	35 HOURS	DATE:	1 JANUARY 2023

Principal Objective of the Role

The Senior HR Business Partner's primary role is supporting the management and employees of Front Line Defenders. They lead on the HR and organisational practices to ensure the continued success of FLD and the fulfilment of its ambitious strategy. Building on work already begun they will work to ensure that FLD values and competencies are embedded in organisational behaviour and that the Performance and Development System is optimised to the benefit of our employees and the organisation. They will guide and inform on employee relations practices, learning and development strategies and overall organisation and culture development. The HR Business Partner is responsible for implementing the HR Workplan and leading in delivering a People Strategy that supports the Strategic plan.

Responsibilities:

The key accountabilities and associated duties include -

1. HR Strategy and Planning

Leading on the development and implementation of a HR strategy which aligns with and supports the delivery of the overall Strategic Plan of FLD.

-Preparing budgets and plans for approval and operating within agreed budgets in addition to management and board reports when required, and specifically relating to HR and organisational elements.

2. HR Operations and Administration

Leading, managing and developing the HR functions to ensure their continued

success and the development of their contribution to the organisation.

Ensuring the HR team is focused on emerging best practice and can bring these insights to FLD management for consideration.

Ensuring that all HR policies and practices are in line with legislation and follow best practice in areas including remuneration, benefits, development, employee engagement, performance management, well-being etc, and are documented and accessible in the Staff Handbook.

Support the provision of benefits through managing the staff insurance policies, supporting staff in accessing pensions, promoting the well-being supports etc.

Support the development and implementation of an organisational DEI plan.

3. Training, Learning and Development

Leading organisational development initiatives from concept through planning and implementation drawing on experience and skills in project and change management.

Leading on Developing FLD Managerial Competencies and developing training to support.

Support and oversee the compulsory training programme for all staff on safeguarding, office security, digital security and fraud.

Support managers and staff in identifying training and further development needs and in accessing appropriate high quality training.

4. Recruitment and Onboarding

Ensuring that FLD attracts, recruits and retains the best candidates for all staff and fellow vacancies in an open, transparent and efficient manner.

Conduct exit interviews with staff on leaving, identifying any points for learning, follow up and adaptation as needed.

5. HR Data and IS

Leading on the roll-out of a new HR IS system

Preparing HR data and metrics to support business and organisational planning and to inform key decisions.

Support the Development Team on HR related donor reporting and compliance.

6. Performance Management and Value Framework

Leading on developing a Performance and Development System that supports employee performance and development and the achievement of goals and objectives

Acting as a trusted advisor to the management team and individual managers in relation to people policy and management, in line with our Values Framework.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure:	
Directly:	Indirectly: Executive Assistant and HR Administration support function
Key Relationships (please specify contacts):	
Internal: Head of Operations Management Team and Directors Staff and Fellows	External: HR staff in the Sector

Person Specification
<p>Knowledge and Skills:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Minimum of 7 years' experience in busy, progressive HR environments • 3 years experience in HR, ideally within the not-for-profit sector • Member of the Chartered Institute of Personnel and Development. • Degree or equivalent in HRM or Business-related area. (Level 8) • A good working knowledge across multiple HR disciplines including – attraction and retention, management development, organisation development, employee engagement, employee relations, performance

management, change management

Experience:

Essential:

- Ability to work and influence in a progressive, open and supportive manner.
- Excellent communication, report writing, presentation and interpersonal skills.
- Ability to work effectively as part of a team in a dynamic and changing environment.

Desirable:

- Experience of rolling out a HRIS system

Values:

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| 1. Building trust |
| 2. Building collaborative work relationships |
| 3. Exercising good judgement |
| 4. Results-focused |
| 5. Adapting to change |

Front Line Defenders is an Equal Opportunities Employer