

Candidate information pack

*Appointment of a*

## **Head of People and Culture**



*Handshake between British Army trainers, supporting the United Nations and the African Mission in Somalia, mentoring Somali soldiers on vehicle maintenance. Credit: Crown copyright Ministry of Defence.*

## Welcome message

***“Thank you for your interest in this exciting opportunity.”***

Thank you for your interest in this opportunity to be Saferworld's Head of People and Culture. This is an important role for us.

Within Saferworld we have been on a journey of transformation to strengthen our services to better support colleagues across our work. Our staff and partners are our core assets, without which we achieve nothing. We want to provide a supportive but professionally challenging environment though a high-performance culture based on our core values and vision for peaceful change in the world.

As we move through a process of revisiting our organisational plans this year (to shape a revised set of strategic priorities for the following four years), you will be joining Saferworld at an opportune time to play a significant role in delivering on our future peacebuilding vision, while supporting colleagues to play their roles effectively, and be a resource for organisational development and change.

We welcome a Head of People and Culture who is ready to proactively and collaboratively work with the organisation's leadership; who is solutions-led; and provides strategic counsel for people and managers on related issues.

The successful candidate will offer substantial strategic and operational people leadership experience, and a demonstrable understanding of best practice across multiple human resource (HR) disciplines. (S)he will possess the interpersonal and communication skills to partner with the Executive Director and other senior leaders in the development of Saferworld's people. (S)he will also possess the organisational skills for innovation to manage first-class HR operations in support of the organisation's aims.

This is an exciting opportunity and applications are welcomed from those in both international non-governmental organisations (INGOs) and non-INGO settings. I hope you will want to join us and I look forward to receiving your application.



A handwritten signature in black ink that reads "Paul Murphy". The signature is stylized with a large, sweeping loop at the bottom.

**Paul Murphy, Executive Director**

## Who we are

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace.

Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation working in various countries across Africa, Asia and the Middle East and on conflict prevention and peacebuilding processes internationally. We also have policy centres in Beijing, Brussels, London, Washington and Vienna.



*Men transport goods from Somalia into Kenya while passing by Kenyan policemen at the border, in the town of Mandera. Credit: Goran Tomaseviv/Reuters.*

## What we do

Saferworld works with people affected by conflict to improve their safety and sense of security. Working with our partners and drawing on Saferworld's 30 years of experience, we use our expertise and tested methodologies to promote peace and to address the underlying drivers of conflict. We support the voices and concerns of those affected by conflict, so they can be heard nationally and internationally. We also conduct wider research and analysis which we use as evidence and learning to improve local, national and international peacebuilding policies and practices that can help build lasting peace.



*Two ak sakals wear the traditional white Kyrgyz kalpak hats typical of older men in Central Asia. Credit: Karen Wykurz/Saferworld.*

## Leadership and management

The Head of People and Culture will report to the Executive Director on the development and implementation of the people strategy and the operational management of the function. (S)he will have a close and direct working relationship with the Executive Management Team made up of the Executive Director, Director of International Programmes, Director of Policy and Communications, and Director of Finance. (S)he will also be an active member of the Operational Management Team, a management group that encompasses programmatic and core function leaders, and contributes regularly to Saferworld's organisational learning and strategy development.



*A scene from community discussions at a massive gathering in Pesantren Annuqqayah – one of the oldest Islamic boarding schools in Indonesia – on how women contribute to peace in their communities. Credit: UN Women/Ryan Brown*

## **Role description**

### **Scope of the role**

The Head of People and Culture will provide high quality leadership and oversight on the development and delivery of Saferworld's people strategy. Together with a core (global) team, the position manages the provision of effective and professional HR services and advice. This includes the design and day-to-day implementation of relevant HR policies and strategic initiatives to ensure we recruit, retain and promote highly skilled and motivated people in every area of our work. The main elements of the role include the ability to work collaboratively with a diverse and committed group of managers and their teams; be 'hands on' when required; and encourage an organisational culture that supports effective behaviours and ways of working that demonstrate clear commitment to Saferworld's values, mission and vision.

### **Key objectives**

- To develop and implement Saferworld's people strategy, ensuring it meets organisational priorities
- To be the professional resource person on all HR matters and ensure Saferworld remains wholly compliant with all legislation and regulations, including safeguarding as a critical element of this.
- To be the trusted adviser to the Executive Director and Organisational Management and Leadership Group on all people matters.
- To further help line managers enhance their leadership and management of their people with a clear understanding of accountability and responsibility.
- To design and implement effective HR programmes to help drive the attraction, development and motivation of its people.
- To advise and lead on HR change and transformation.

### **Key responsibilities**

#### **Organisational leadership and strategy development**

- Apply knowledge and expertise in specialist HR areas, providing innovative ideas and solutions.
- Lead on the development and implementation of Saferworld's HR strategy, ensuring it meets organisational priorities and promotes diversity, inclusion and quality among staff – periodically reviewing strategy outcomes to ensure it remains relevant to changing organisational needs and circumstances and stays linked to other support function/operational strategies.
- Develop and govern HR policies, procedures, and guidelines as required, and promote consistency and fairness in their application – ensuring all local required legislation is adhered to, and ongoing learning of HR policy practice takes place.

- Maintain and develop HR information systems and explore new technologies where appropriate – introducing and overseeing the preparation and analysis of HR metrics and providing feedback that supports decision-making in specified areas.
- Provide regular advice, guidance, and where necessary challenge the Executive Director and Executive Team members on strategic people management, performance and development issues.
- Maintain relationships with external networks related to people management.

### **Team leadership**

- Lead a team of specialists responsible for the day to day delivery of HR services and risk functions, and further develop an effective business partnership model that is responsive and agile, and meets the expectations of internal stakeholders.
- Promote the professional development of the team and facilitate ongoing performance management including, but not limited to; objective setting, identifying learning and development needs, coaching, and welfare.
- Motivate, encourage and support HR staff in country programmes in the design and delivery of high-quality services.
- Create and maintain key performance indicators – ensuring external good practice and thinking is reflected internally.
- Maintain HR information systems and the financial planning of the department.
- Support cross-organisational working practices that ensure the HR team influences, and is influenced by, organisational discussions, lessons and decisions.

### **Organisational support and services**

- Take responsibility for the core deliverables of the people team.
- Ensure innovative recruitment and succession planning is in place: oversee fair and effective processes to attract and bring on board new staff while processing learning from the experiences of those who leave.
- Stimulate global staff engagement and involvement, including working with the staff forum, union and leading on staff surveys, and ensure feedback is used to generate reflection, learning and improvement.
- Ensure an appropriate reward strategy and structure is transparent and in line with organisational values, and is strengthened and continues to develop.
- Oversee annual processes to assess and update staff pay and benefits, ensuring good performance is valued and adjustments are implemented fairly.
- Ensure safeguarding policies and reporting mechanisms are clear and assessable to all staff and kept up to date: play a key role supporting teams to be aware of their responsibilities while promoting a culture where observance is the norm and where everyone contributes to a safe and positive working environment.
- Encourage and strengthen a culture and practice of forward HR planning – ensuring HR considerations are reflected accurately in new programme design and annual planning processes.
- Act as an innovative, transformational manager who provides the appropriate challenge and/or support to senior managers and their teams facing major change.
- Use technical expertise and interpersonal skills to influence managers in moving towards developing a more flexible, responsive, innovative workforce and methods of delivering services, maximising value for money outcomes with reduced resources.

## **Good people management practice**

- Advocate for good practices that promote the development and wellbeing of all Saferworld staff, including contributions to further safety and work/life balance.
- Develop and support leaders and people managers across the organisation to organise and deliver their priorities effectively through their teams – providing inspiration to advance leadership development processes.
- Champion and advance diversity within the organisation to assist teams' understanding of Saferworld's values – help ensure our identity as a peacebuilding organisation is reflected in our ways of working and recruitment.
- Ensure performance review systems are updated, implemented regularly, and lead to positive interaction and follow-up among staff – assisting in identifying ways staff recognition and development initiatives can be met.
- Design and cultivate learning and development strategies to help staff identify areas where skills and experience can be expanded and performance grows – working with others to ensure an appropriate range of tools, resources and development opportunities are accessible across the organisation.

## Person specification

The successful candidate will be a high performing, HR professional. Applications are welcomed from individuals with HR experience across a variety of organisations and sectors. Previous experience within the INGO sector is preferable but candidates must be able to demonstrate the capacity to transfer their experience, skills and knowledge environments into a collegiate and collaborative working environment. More specifically, the successful candidate will have the following qualifications, experience, skills, knowledge and personal attributes.

## Knowledge, qualifications and experience

### Knowledge

- Sound and up-to-date understanding of HR and organisational development practices, including but not limited to, change management, resourcing, compensation and benefits, policy development.
- Proficient understanding of UK employment legislation and regulations and ideally experience of overseas employment laws.

### Qualifications

- Ideally a postgraduate degree holder in human resources or business studies or a similar discipline, or equivalent experience.
- Chartered Institute of Personnel and Development membership at chartered or fellow level or equivalent experience.

### Experience

- Significant and proven experience of leading and managing HR functions.
- Experience of working in an INGO at a senior level.
- Track record in developing and delivering HR/people strategy.
- Experienced leader and budget holder – having operated at a senior level in comparable organisations and managed multi-disciplinary teams and budgets.
- Strong understanding of fundamental payroll processes, employment law and best practice in recruitment, people data management and reporting and employee relations.
- Experience acting as a business partner and adviser to HR managers and/or senior staff.
- Proven experience of building and maintaining relationships at a senior level resulting in securing new opportunities to influence change.

## Skills and abilities

- Ability to think and plan creatively at strategic and operational levels.
- Ability to balance a strategic approach with hands-on work.
- Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance.
- Lead and motivate a positive and inclusive team ethos.

- Build professional partnerships with staff and managers.
- Overcome barriers and find solutions to complex problems, sometimes in challenging and stressful circumstances.
- Sensitive to context, local environments our staff come from, local dynamics that drive conflict and division, and power imbalances.
- Both a strategic inspirer and a smooth operator - prepared to adjust approach.
- Willing and able to adjust to multiple demands, shifting priorities, and demonstrate flexibility.
- Political acumen, strategic vision, tactical skills, and leadership that will impact internally on the organisation.

## Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles.
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.
- Commitment to the vision, mission and values of Saferworld.

## Other requirements

- Able to work out of hours during any emergency or critical incident.
- Able to travel internationally as and when required.

## How to apply

Candidates should submit a full curriculum vitae (including comprehensive details of key achievements and responsibilities) and a short covering letter, which fully addresses the competencies outlined in the job description and person specification.

For an informal discussion about the role, please contact our recruitment partner.

Simon Lloyd, Director, NFP Consulting  
M 07961 988 523  
E [simon.lloyd@nfpconsulting.co.uk](mailto:simon.lloyd@nfpconsulting.co.uk)

Apply online at [www.nfpconsulting.co.uk/saferworld](http://www.nfpconsulting.co.uk/saferworld)

## Appointment timetable

**Closing date:** Monday 26<sup>th</sup> October

**First interviews:** Week beginning 2<sup>nd</sup> November

**Final interviews:** Week beginning 9<sup>th</sup> November

Subject to government guidance, it is hoped to be able to conduct interviews in person at our offices in Old Street.

## **Pre-employment screening**

Prior to a formal offer of employment, the successful candidate will be subject to pre-employment screening checks. These will include confirmation of your identity, employment history over the last three years (or course details if in full time education), nationality and immigrations status.

## **Disclosure and Barring Service**

All applicants will be subject to a criminal check through the Disclosure and Barring Service (DBS) before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings, as well as convictions. Applicants are encouraged to declare as soon as possible, details of any criminal convictions, cautions or reprimands and final warnings and any other information that may have a bearing on their suitability for the post. Please note that only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.



*A resort in White Nile, Khartoum, Sudan. Credit: Motaz Altahir.*