



Job Description

Job Title: NTD HR Co-Ordinator (6 month fixed term contract)

Job Location: Haywards Heath

Reports to: HR Operations Manager

(matrix reporting lines to Director of NTDs and HRBP as required)

Department: Corporate Services, Human Resources

Job Purpose:

To focus on HR and related support to the NTD Directorate following and during an unprecedented growth period resulting in a need to support the Directorate in co-ordinating HR administration, systems, processes and training. To work collaboratively with HR Operations team, NTD Director and HR Business Partner, ensuring the Directorate is compliant in all HR matters, is consistent with the wider organisation and to support capacity building.

The post holder will provide proactive HR administrative support to NTD's and strong collaboration and co-ordination between key stakeholders.

Principal Accountabilities:

Job Descriptions and Benchmarking Support

- To work with NTD managers and staff to ensure all job descriptions are current and up to date, ensuring alignment from top down.
- To ensure all job descriptions are formatted to Sightsavers templates and requirements.
- Ensure all requests to benchmark/ re-benchmark are co-ordinated through HRBP.
- Ensure NTD managers are familiar with the organisation's global Reward Policy.
- To collaborate with NTD Finance as necessary regarding any financial changes.

Recruitment Support

- Train, support and advise, hiring managers on the pre-recruitment process; providing support as needed in the preparation of job descriptions, and preparation of all data required by the HR Ops team to commence recruitment.
- Initial sifting/shortlisting of some roles.
- Coordinate interview scheduling with recruiting managers and HR Operations as needed.
- In collaboration with HR Ops, ensuring all fixed term contractors and consultants have up to date contracts/agreements and ensure renewal notification process in place within NTD Directorate.
- Supporting NTD hiring managers with new starters administration – including new starter forms, IT set up requests, planning and booking of inductions etc.
- To participate in any NTD Recruitment cross departmental conference calls.
- To ensure any proposed changes of location for staff or opening in new country locations are fully explored with the wider HR team, e.g. contract terms, right to work considerations, benchmarking etc.
- To identify correct budget allocation for all new recruitment with NTD Finance.

HR Information Systems

- Support the roll out and training of Select HR by co-ordinating and organising training with HR Ops team specialist and keeping records of who has been trained and monitoring effective use by managers.
- Ensure all NTD staff are aware of and know how to use the Service Desk.
- Ensure all staff are aware of and know how to access HR policies and documents on IRIS.
- Ensure that NTD staff structure charts are kept up to date and are accurately cross-checked against information held on Select HR and on file.

Learning and Development

- Work with managers to identify HR related training needs.
- Provide basic training and support on HR processes (i.e. recruitment) and departmental HR considerations so that at the end of the project, the Directorate is self-sufficient in these areas.
- Based on the needs identified, work collaboratively with HRBP in developing HR training, i.e. 're-orientation', VIPs (development and objective setting tool) and performance management and considering practical approach, given the locations and time constraints of NTD staff.
- Support all managers with the VIP process for all their direct reports and keep departmental records appropriately, updating progress to NTD Director as required.

Employee Support

- Ensure all NTD staff are aware of and know how to access all employee support services.
- Work with the Head of Global Security to help facilitate the undertaking of SAFA training for all relevant staff and contractors, ensuring departmental recording and reminder process is accurately maintained.

The principle accountabilities are not meant to be an exhaustive list of duties or tasks. The need for flexibility is required and the jobholder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.



Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Proven experience in an HR Officer/Co-ordinator role
- Entry to mid-level HR qualification – i.e. part qualified CIPD (or equivalent experience)
- HR generalist knowledge and experience
- Experience in managing multiple stakeholders and priorities
- Ability to undertake reviews, make recommendations and lead on implementation plans/co-ordinating as agreed
- Ideally experience within a global or complex organisation
- Be prepared to develop knowledge and understanding of the work of NTDs
- Demonstrable planning and prioritising skills
- Experience working in a fast paced environment, multi-tasking and delivering to deadlines
- Experience of researching information to ensure accurate advice is given
- Ability to deliver basic training to managers and presentations to staff

Skills (Special Training or Competence):

- Excellent communication skills both verbal and written
- Strong customer service ethic
- Excellent organisation and prioritisation skills
- Experience of working in a changing environment where tasks can change on a daily basis
- Ability to maintain confidentiality of data & all information and act with integrity
- Ability to set clear expectations and deliver effectively within agreed timescales
- An understanding of and commitment to equality of opportunity and social inclusion
- Ability to work well as part of a team
- Ability to use own initiative

Core Behaviours:

- Team working
- Planning & organising
- Change & improvement
- Decision making
- Delivery and implementation

Key Relationships

Internal

- NTD Director
- HR Business Partner
- HR Operations Team
- All NTD staff

Date as of: January 2019