

Job Description

Job title

People & EDI Manager

Department

GLOBAL RESOURCES

Contract type

PERMANENT

Reporting to

Head of Global Operations

Location

HYBRID - LONDON OFFICE AND REMOTE

Hours

34.5 HOURS PER WEEK

Annual leave

26 DAYS ANNUAL LEAVE, PLUS BANK HOLIDAYS. FURTHER DAYS OF LEAVE WILL BE EARNED AFTER TWO YEARS OF SERVICE.

Remuneration

CIRCA £45,000 PER ANNUM

OUR VISION

Our vision is a world where every working animal lives a healthy and valued life.

OUR MISSION

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

SUMMARY OF ROLE

The People & EDI Manager is a key member of the Global Operations Team, responsible for effective and efficient Global HR delivery at both a strategic and an operational level across the organisation.

This position plays a critical role in Equality, Diversity and Inclusion. The role will help foster a culture of inclusiveness and belonging and provide ED&I guidance and support to Directors and teams, resourcing talent management professionals and updating the Head of Global Operations on current issues and standards.

The postholder will work closely with the Head of Global Operations to develop and implement a global workforce Strategy. The role will support the implementation of organisational initiatives, including L&D, our wellbeing offer and lead on team communication related to HR matters with the wider organisation.

Key Relationships

- Responsible to the Head of Global Operations
- Global Staff
- SLT
- Country Directors

KEY RESPONSIBILITIES

Management

- The post holder will together with the Head of Global Operations oversee the development of the Global Resources Co-Ordinator, supporting their personal development and ensuring their responsiveness to change.
- Set performance objectives, provide feedback, and conduct performance evaluations.
- Develop and implement professional development plans for the Global Resources Co-Ordinator.
- To be familiar with and ensure compliance with the requirements of Safeguarding.

HR Advisory & Recruitment

- Work with the HR Administrator to ensure timely and accurate advice and guidance is given to line managers and employees on HR employee relations issues, absence management, employment legislation, policies and procedures, referring requests for advice on complex employment matters to legal advisors.
- Provide in-depth support and legislative expertise and guidance with staff matters, including disputes, performance, disciplinary, and/or grievance matters.
- Provide support for the performance management system ensuring that it is completed on time each year and outputs are used to inform the talent and career development procedures.
- Explore opportunities to increase the Society's Apprenticeship programme and make use of the Apprenticeship Levy.
- Timely recruitment, globally to provide recruitment and interview guidance, and training to interviewers.

Equality, Diversity & Inclusion

- Define and develop specific inclusion and diversity priorities and targets.
- Collaborating with senior leaders and directors to plan and facilitate activities that support the organisation's commitment to inclusiveness.
- Utilise data and insights to create board and business reports that track progress towards measurable outcomes.
- Partner with relevant teams globally to maintain consistent messaging and branding for equality, diversity and inclusion initiatives both internally and externally.

Talent Management & Learning and Development

- Lead on the organisation learning and development program drawing on the outcomes of the performance management process and with input from senior leadership team to identify priority capacity development needs.
- Work with SLT to develop career paths that help grow internal talent pool.
- Optimise the use of online e-learning programmes to deliver timely and effective development globally.
- Provide development support as part of the organisations growth programme by developing a portfolio of products that can enable us to train and integrate new hires as we grow and incorporate succession planning for key posts.

Payroll preparation and benefits

- Oversee the UK monthly payroll preparation by the HR Administrator.
- Work with the Head of Global Operations to complete the salary benchmarking process and benefits review process, administering any pay changes if required.
- Review country office annual salary increases and make recommendation to the Director of Global Resources and Director of Global Programmes.
- Prepare annual proposal for UK cost of living increase.

KEY RESPONSIBILITIES

Reporting and compliance

- Produce the monthly HR reports for SMT and Committee meetings.
- Conduct exit interviews and produce monthly and annual reports on leavers.
- Ensure staff handbooks and organisational charts are updated frequently.
- Ensure H&S compliance is adhered to
- Review and update HR policies, contracts and procedures to ensure they support gender equality, diversity and inclusion.
- Maintain HR procedures that comply with labour regulations.

PERSON SPECIFICATION

KNOWLEDGE, TRAINING & QUALIFICATION	<ul style="list-style-type: none"> • CIPD Qualified • Proven HR experience in a senior role • Strong knowledge of equality, diversity and inclusion best practices and regulations • Relevant education or training (e.g., diversity and inclusion, HR, organisational behaviour) • Experience of working for an INGO or similar global non-profit entity. • Solid understanding of employment legislation.
EXPERIENCE	<ul style="list-style-type: none"> • Experience working effectively with a diverse range of stakeholders at all levels. • Experience of delivering on HR change and transformation projects would be beneficial. • Knowledge of current employment law and familiarity with managing complex employee relations cases start to end • Proactive and consultative approach with the ability to work in fast pace environment. • Hands-on experience with Human Resources Management Software (including payroll and absent management systems). • Knowledge of data analysis and reporting
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent Leadership skills • Ability to foster healthy employee relations. • Ability to work independently and take responsibility for own areas of work. • A conscientious, positive and friendly team player. • Upholds and adheres to SPANA's core values • Resilience, determination and a focus on outcomes.