

JOB PROFILE



JOB TITLE: Humanitarian Support Personnel - Human Resources Adviser	
DIVISION / DEPARTMENT / LOCATION: International, Humanitarian Department	JOB FAMILY: Human Resources
SALARY: £20,730 - £26,910 net per annum	LEVEL: Global C1
<p>TEAM PURPOSE: To ensure Oxfam has the management, human resources and logistical capacity to both scale up and to respond rapidly to major humanitarian emergencies anywhere in the world.</p> <p>JOB PURPOSE: To strengthen Oxfam's response to humanitarian emergencies through the provision of HR Advice and support to the Country Programme Office on the full range of employment issues, particularly around the start-up and scaling down of humanitarian programmes. To interpret corporate strategy, contribute to the development of HR strategy and the design and implementation of operational plans to enhance a humanitarian programme performance through its people.</p>	
<p>REPORTING LINES:</p> <p>Postholder reports to: Humanitarian Department HR Manager. Whilst on deployment, they will report to Country Programme Manager/Programme Co-ordinator, as designated.</p> <p>Staff reporting to this post: HR and Administrative staff depending on deployment</p>	
BUDGET RESPONSIBILITY: Depending on deployment	
<p>DIMENSIONS:</p> <ul style="list-style-type: none">• Provides professional advice to senior managers on a range of HR issues.• Influences the development of strategy and ensures and supports operational planning and implementation.• Develops solutions to diverse and complex problems within organisational policy• Interprets and applies operational and specialist information in a variety of formats from a variety of sources.• Flexibility to anticipate and resolve challenges within corporate or divisional parameters, with moderate scope.• Decisions are made within professional and divisional context, to further the objectives of Oxfam and the division with reference to the external HR environment.• Implement best practice – legal responsibility – national employment laws, tax laws etc. Influences in specific areas.	
<p>KEY RESPONSIBILITIES:</p> <p>Assignments will normally include some or all of the following responsibilities:</p> <ul style="list-style-type: none">• To provide advice and support to managers on recruitment and employment practice, ensuring that employment legislation, Corporate and Divisional policies and procedures and best practice are followed and all necessary paperwork is completed.• Support the programme management team at the onset of an emergency with Human Resource planning, budgeting and to define country specific policies such as	

Rest and Recuperation.

- To advise managers on the recruitment process and to coordinate recruitments. This includes placing adverts, dealing with responses and correspondence, facilitating the work of the panel in the short-listing and interviewing process; administering the tests; where necessary taking part in the interviews; maintaining the recruitment database and liaising with the Region, HD and IHR when necessary.
- To contribute to the operational planning and implementation, at country or programme level, of corporate and regional HR initiatives to ensure rollout in an appropriate manner. e.g. supporting the implementation of the Global Reward project and Performance Management schemes by acting as first point of contact for all queries and providing practical assistance and advice.
- Advise managers on the interpretation and implementation of the full range of Oxfam's HR policies and procedures including: management of change, grievance and discipline, sickness and absence management.
- To be responsible for issuing contracts, renewing contracts and keeping management informed of dates of contracts in consultation with CPM and RHRM.

SKILLS AND COMPETENCE:

Essential

- Full qualification in Personnel or Human Resources and/or significant relevant HR experience.
- Strong interpersonal skills and the ability to communicate clearly both verbally and in writing, coupled with the professional credibility required to influence and motivate others to achieve results, advise and train on human resource issues, and act as an agent of change.
- Ability to work effectively as a member of the team and to operate flexibly to ensure fair distribution of work and learning opportunities and to respond to the continuously changing HR environment within Oxfam GB.
- IT skills are essential as is the ability to use word processing packages, electronic mail and databases.
- Competence in basic mathematics is essential.
- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.

Desirable

- Previous development or humanitarian work experience, ideally with similar organisation.