

JOB PROFILE

JOB TITLE: Staff Welfare Officer	
International Division, Humanitarian Department	JOB FAMILY:
LOCATION: GLOBAL	
SALARY: £18,500 - £23,865 net per annum	LEVEL: GLOBAL C2
<p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering.</p> <p>TEAM PURPOSE:</p> <p>JOB PURPOSE: The purpose of this role is to</p>	
<p>REPORTING LINES: Postholder reports to: Staff reporting to this post:</p>	
BUDGET RESPONSIBILITY: Yes – varying according to deployment	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Problems are diverse but solutions can be identified from a wide range of previous experience with judgement being required to find and apply the most appropriate solution. • Requirements to influence managers and to negotiate medium level contracts and manage external relationships. • Impact of this level always affects the department, usually the division and sometimes the organisation. • Managing/ supervising resources within defined boundaries or a specialist area, which may include people, assets and/or budgets. • Contribute to and influence operational planning. 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Asses current facilities for accommodation and offices, meet with key stakeholders (particularly budget holders) gain an understanding of restraints and their views of priority areas. • Talk to staff to gain an understanding of their issues and priorities • Prepare an independent plan of actions and share with key stakeholders to gain their “buy in” • Source and provide comfortable premises for staff accommodation with appropriate facilities (blankets, towels etc), together with the logisticians and technicians. • Ensure health and safety standards as far as possible in office and accommodation provided. • Ensure provision of hygienic kitchen facilities or a kitchen for a cook. • Identify opportunities for staff recreation, sometimes liasing with other agencies. • Maintain open communication with all stakeholders 	
<p>SKILLS AND COMPETENCE:</p> <ul style="list-style-type: none"> • Ability to use appropriate styles of communication to influence key decision-makers both internally and externally. • Good planning and organisational skills. • Ability to work under tight deadlines and pressure. • Proven ability to react positively and effectively in emergency situations. 	

JOB PROFILE

- Adaptable, flexible, able to deal with a wide range of conflicting needs and demands.
- Strong and proven experience in people management.
- Good understanding of differing domestic needs for a diverse workforce.
- Good IT skills including strong knowledge of MS Excel.
- 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.