

## JOB AND PERSON SPECIFICATION

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**Job Title:** HR Business Partner - Recruitment

**Division** Human Resources Division

**Grade:** G

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**Reports To:** HR Director

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### General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 52 member governments in advancing democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The Human Resources and Facilities Management Division supports the achievement of the Secretariat's goals by ensuring that people and resources are in the right places at the right time.

The Human Resources Division leads on the development and implementation of the People Strategy, including policy development and implementation, resourcing and contract administration for staff in the London, New York and Geneva offices, as well as for consultants and long-term experts on field assignments in the Commonwealth Member States. The Division also leads on performance management, learning and development, HR Informatics, employee relations and Security.

### Job Summary

The postholder is a member of the team of HR Business Partners who are supported by HR Officers and HR Assistants. The Team works to ensure that all Divisions and Sections are serviced in a timely manner and are also fully responsible for HR thematic areas.

The postholder is responsible for providing excellent, proactive, customer focussed support, partnering with designated client groups to deliver organisational performance through excellent people management, great working environment and the recruitment and retention of talent. The postholder will work closely with the HR Officers and HR Assistants.

### Task Description

The post-holder:

1. Manages the recruitment cycle for the organisation and supports the development of on boarding programmes
2. Delivers on recruitment of talented staff for Secretariat staff and for CFTC consultants'. Where appropriate participates in selection events
3. Proactively develops and maintains high impact and customer focussed working relationships with designated client Divisions, understanding their business and challenges.
4. Provides client specific first line of contact and advice to staff, line managers and Commonwealth Fund for Technical Cooperation (CFTC) consultants on terms and conditions of service, the provisions of the Human Resources Handbook, policy application and interpretation. Seeks the advice and guidance of the HR Director on more complex matters or where there is cross organisational implications.
5. Liaises with the Legal Counsel where delegated to obtain legal advice on employment matters, and with Occupational Health Service providers on staff health matters.
6. Leads and facilitates client specific resourcing plans and succession planning within the rotation policy.
7. Leverages technology to enhance the quality of service for client divisions. Self-servicing and self-managing on the HR Information System, ensuring that staffing data is updated and maintained. Supports the enhancement of HR systems, collaborating across the division where required.
8. Working with the HR electronic system and undertakes regular reporting of key people indicators across the client divisions. Champions the use of people metrics to shape and monitor people practices and hot spots. Provides client specific data for divisional reporting requirements, to both internal and external audiences.
9. Supports managers to identify and meet individual and team learning and development needs.
10. Supports the knowledge sharing and building among HR staff, including providing coaching to new and junior HR staff on organisational policies and procedures, ways of working and code of conduct.
11. Provides monthly payroll information and CFTC consultants' benefits claims in line with policies and within delegated authorities to the Director or her nominee.
12. Participates in and or undertakes projects as required including the review and development of HR policies and procedures and supporting organisational change processes.
13. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
14. Performs any other duties as may be required from time to time

## **Person specification**

### **Education:**

- A first degree or equivalent in any subject from nationally recognised institutions with at least 10 years of relevant HR experience.

### **Desirable:**

- A post graduate qualification in human resources management, employee relations, organisational behaviour, organisational psychology, learning and development or other disciplines relevant to the post.
- Membership of a nationally recognised professional human resource body such as CIPD, SHRM etc. obtained through professional experience and/or educational route.

### **Experience and knowledge:**

- At least 10 years progressively responsible experience in human resources management, in areas such as, recruitment and selection, contract administration, reward and employee relations.
- Experience in providing advice to managers at a variety of levels and on a variety of people issues.
- Experience of working in an international organisation and of cross cultural environments.
- Experience of providing coaching and mentoring to line managers that builds capacity rather than dependency.
- Good knowledge of employment law and codes of good practice as they apply to a particular national context
- Experience of advising and dealing with disciplinary and grievance cases.
- Experience of supporting managers in identifying learning and development needs.
- Experience of using technology for a wide variety of HR services and activities.

## Competencies

Applicants should be able to demonstrate:

### **Working with Others**

- Promotes team work and removes barriers to effective team working
- Provides advice and guidance for others sensitively and where appropriate
- Establishes ownership for relevant activities from the outset
- Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
- Demonstrates an ability to negotiate with and influence senior colleagues and contacts
- Proactively liaises with other divisions, partners & third parties

### **Communicating with Others**

- Presents credible information confidently
- Writes reports and papers that are succinct accounts of key information
- Develops and alters own style of communication to meet the needs of different individuals
- Guides others in most appropriate style and content of communication to others

### **Developing & Applying Expertise**

- Applies specialist knowledge to achieve anticipated results
- Proactively identifies how to develop specialist knowledge
- Presents self as credible to both internal and external contacts

### **Respect for Diversity**

- Works effectively with people from all backgrounds.
- Treats all people with dignity and respect. Treats men and women equally.
- Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.
- Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
- Changes systems and processes when biases are identified.

### **Accountability**

- Takes ownership of assigned tasks, honours deadlines.



Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

#### **Adhering to Principles & Values**

Adapts professional style to suit different situations with different individuals where appropriate

Encourages others to maintain integrity and credibility

Balances the needs of members with the values and principles of the Commonwealth Secretariat

#### **Adapting and Innovating**

Encourages and works with others to develop innovative approaches

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Encourages others to demonstrate flexibility to ensure that objectives are achieved

Promotes new ideas that are picked up by senior colleagues

Understands the motivations and objectives of differing groups and adapts approach accordingly