

Job description: Human Resources Advisor

Hours:	18 hours a week
Location:	Virtual &, from January 2021, Royal College of Physicians, NW1
Reports to:	Director of Finance and Operations
Salary:	£36,300– £43,600 gross (pro rata)
Responsible for:	N/A
Contract:	Permanent
Key contacts:	This role will have regular contact with all THET staff and relevant external stakeholders, and will be part of a six-person Finance and Operations Team.

Purpose

THET is experiencing a period of very positive growth and by August 2020, will be employing 50 staff across ten countries. This follows recent successes in securing additional support for our distinctive Health Partnership approach which links health institutions in the UK with their counterparts across Africa and Asia. Overseeing all aspects of HR for the charity, you will play an important role in ensuring this growth is underpinned by a well-supported staff team. A survey this month showed 96% of colleagues have a good relationship with their managers and colleagues, and 89% approval rating for how the charity is responding to COVID-19 but are committed to doing even better. You will work as part of the six-person Finance and Operations Team but have regular contact with all staff and relevant external stakeholders.

About THET

Today, one billion people will never see a qualified health worker in their lives. For over thirty years, THET has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past seven years alone, THET has reached over 84,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

Accountability and working relationships

This role reports to the Director of Finance and Operations but works very closely with the Senior Management Team, HR and Operations Officer, Country Directors and Management Team in the UK.

Main responsibilities

1. To establish and develop a dialogue and relationship with the Country Directors and team Managers in the UK, to understand key resource issues and associated requirements to meet both current and future organisational challenges.
2. To identify and support the charity to successfully deliver credible, customer focused, cost-effective and innovative recruitment solutions using a range of techniques.
3. In collaboration with the HR & Operations Officer develop a resourcing strategy and innovative, timely and cost effective best practice solutions to enable THET to meet its objectives.
4. To support the implementation and further improvement of Training and Development plans to support the achievement of organisational objectives and managing change.
5. To act as the lead HR Adviser for all Grievance, Disciplinary and Capability processes.
6. To provide operational advice, coaching and guidance to line managers and staff to embed performance management against organisational objectives.
7. To provide operational delivery of a customer focussed and cost effective HR transactional services and associated administration.
8. To undertake project work that supports HR policy and processes development and implementation to ensure legal compliance and best practice.

What we offer:

- Flexible working hours
- 25 days annual leave plus 3 days winter closure between Christmas and New Year
- 5% pension contribution when Employee contributes 3%
- Cycle to work scheme
- A friendly, supportive work environment

Person Specification

	Es	Desirable
Education		
Good standard degree	✓	
MCIPD membership of CIPD	✓	
Experience		
Significant experience working as a resourcing specialist within an International or complex organisation	✓	
Proven experience of resource planning at an organisational level	✓	
Experience and knowledge of talent management processes and best practice	✓	
Proven experience of negotiating agency fees for recruitment services	✓	
Proven experience of being a lead HR Adviser on complex disciplinary, grievance, capability cases and managing change programmes	✓	
Skills & Knowledge		
Highly developed oral and written presentational skills, with the ability to be an effective advocate for THET	✓	
Ability to build partnerships, both inside and outside the organisation	✓	
Ability to self-manage multiple projects and to prioritise effectively, especially in the face of competing demands	✓	
A creative thinker, able to bring new ideas in response to complex problems	✓	
Confident and resilient, with the ability to engage in robust debate about HR best practice and priorities	✓	

Ability to coach and facilitate	✓	
Minimum intermediate level skills in Microsoft Word, Excel, PowerPoint and Outlook. Able to manipulate data and create reports in an HR database ideally Snowdrop	✓	
Other		
Willingness to travel as necessary		✓