



## Senior HR Adviser (International)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
FFI Vice-president

# Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## HR Department

FFI employs circa 560 people across 20 jurisdictions. We have 190 employees in the UK, and 25 international and 345 national employees working across Africa, Asia-Pacific, Eurasia and the Americas & Caribbean. Our HR Team in Cambridge is comprised of seven roles, including two Senior HR Advisers (International), who provide dedicated HR support to our overseas country offices as well as inputting to our global HR projects.

## The Opportunity

As Senior HR Adviser (International), you will support HR compliance in specified countries of operation and provide an effective and responsive HR advisory service to these country offices. Working alongside the HR Director and Senior HR Adviser colleagues, you will also input to the development and implementation of global HR projects and initiatives.

You will be an HR generalist, with substantial experience in advising and supporting managers at all stages of the employee life cycle and in complex HR issues, ideally in an international non-profit organisation. You will have a thorough understanding of employment law and its application across multiple jurisdictions and be adept in researching and interpreting law, and drafting contracts, policies and procedures. You will be comfortable working with legal advisers on issues of compliance and employee relations and will have a methodical, meticulous and rigorous approach to your work.

Your excellent interpersonal and communication skills will enable you to build positive, productive working relationships with colleagues across our countries of operation. Responsive, culturally-sensitive and supportive, you will be committed to transferring knowledge and adopting an advisory approach that builds in-country capacity rather than dependency. Fluency in spoken and written English is essential and proficiency in a second language relevant to FFI would be an advantage.

In return, the role offers the opportunity to work within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

# Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Salary:</b>	£45,000 - £50,000 per annum
<b>Location:</b>	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK
<b>Benefits:</b>	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed  For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.  Group Life insurance, currently set at a benefit of 4 x basic salary
<b>Hours of Work:</b>	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive

## Job Description

<b>Job Title:</b>	Senior HR Adviser (International)
<b>Reports to:</b>	HR Director
<b>Key working relationships:</b>	Regional leads Country Directors / Managers In-country HR roles Senior HR Advisers (UK and International)

### Purpose:

- To support ongoing HR compliance in specified countries of operation
- To deliver an effective and responsive HR advisory service to specified country offices
- To input to the development and implementation of global HR projects and initiatives
- To build HR capacity in country offices to be fit for purpose

## **Main Duties:**

### **Compliance**

- Conduct HR audits as required to ensure ongoing compliance with in-country legislation and central FFI policies, procedures and practice in countries of operation, to include review of:
  - Contracting arrangements
  - Contract of employment templates
  - HR policies and procedures
  - Payroll and benefits
- Support Country Directors/Managers and in-country HR roles to develop workplans to implement HR audit recommendations to support HR compliance
- Research and interpret labour law to draft in-country contract of employment templates and HR policies and procedures
- Engage with in-country legal advisers on issues of labour law and practice as required to ensure ongoing compliance and minimise organisational risk and liability
- Working in collaboration with in-country HR roles, develop systems to track developments in labour law in countries of operation
- Support employment set-up in new registered countries of operation, engaging in-country legal advisers, payroll agencies and/or HR solutions as required to ensure:
  - Contracts of employment are in place that comply with in-country labour law and central FFI policies, procedures and practice
  - Tax, social security and other mandatory systems are in place in compliance with in-country labour and tax laws
  - Mandatory employer registrations, insurances, returns etc are processed
  - Necessary visas, work permits etc. are secured

### **Advisory**

- Develop and maintain excellent collaborative and supportive working relationships with Country Directors/Managers and in-country HR roles
- Act as first point of contact within FFI headquarters for all matters pertaining to national employment in countries of operation
- Advise Country Directors/Managers and in-country HR roles on HR employment issues, policies and procedures, giving due consideration to labour law, FFI policies and procedures and best practice
- Research labour law and best practice and engage legal advisers as required to facilitate the timely resolution of in-country HR issues that may arise
- Support in-country HR processes as required (e.g. investigations, hearings)
- Where there is no in-country HR provision, provide an advisory service to national and international employees, including contractual entitlements and FFI policies and procedures
- Deputise for the Senior HR Adviser (UK) in advising UK-based managers and employees on HR employment issues, policies and procedures

### **Project management**

- Working in close collaboration with the HR Director, Senior HR Advisers and external specialists, input to the development and implementation of global HR projects and initiatives, including but not limited to:
  - Global evaluation of jobs to determine job levels
  - In-country salary and benefits benchmarking

- In-country salary structures
- Global benefits standards
- Embedding of FFI values
- Advise and support Country Directors/Managers and in-country HR roles through the implementation of global HR projects and initiatives

**Capacity building**

- Review in-country HR provision and make recommendations to ensure global HR function is fit for purpose
- Advise Country Directors/Managers on the recruitment of in-country HR resources, and actively participate in the recruitment and selection of HR roles
- Adopt a coaching approach and mindset when providing HR advice, to build in-country capacity rather than dependency

**International employment**

- Support international employee recruitment, selection and onboarding, ensuring inclusion on appropriate payrolls
- Liaise with tax advisers as required on payroll and benefits liabilities
- Support Country Directors/Managers and in-country HR roles to develop appropriate in-country induction procedures for international employees

**HR administration**

- Prepare management information reports and SMT briefing papers as required
- Ensure adherence to Data Protection legislation and FFI policies and procedures relating to the processing and storing of HR data

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Legal drafting skills</li> <li>● Ability to conduct independent legal research and interpret law</li> <li>● Excellent written communication skills (e.g. legal analysis, contracts, policies &amp; procedures)</li> <li>● Excellent verbal communication and interpersonal skills</li> <li>● Excellent organisational skills, with highly structured and methodical approach to work</li> <li>● Meticulous attention to detail</li> <li>● Ability to balance competing priorities</li> <li>● Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>● Working proficiency in second language relevant to FFI</li> </ul>



<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Substantial generalist HR Adviser experience, including advising and supporting managers in complex employee relations issues</li> <li>• Knowledge and understanding of differences in labour law and practice in the international context</li> <li>• International HR experience across multiple countries ideally in at least 2 of the following regions: Africa, Asia-Pacific, Caribbean, Eurasia</li> <li>• Substantial experience researching and interpreting law</li> <li>• Experience drafting contracts and policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Professional HR qualifications</li> <li>• Experience conducting international HR audits</li> <li>• Experience in a non-profit international organisation</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates FFI's values</li> <li>• Committed to compliance</li> <li>• Culturally sensitive</li> <li>• Responsive, with customer-service focus</li> <li>• Establishes trust to build positive, supportive and effective working relationships</li> <li>• Coaching mindset</li> <li>• Self-motivated</li> <li>• Excellent team player</li> <li>• Eager to acquire new knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in and empathy with FFI's mission and vision</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to undertake occasional international travel</li> </ul>	

## FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

# How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to [nazish.arshad@fauna-flora.org](mailto:nazish.arshad@fauna-flora.org)

Please mark your application '**Senior HR Adviser (International)**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday, 15 January 2023**. Interviews are likely to take place on Thursday, 26 January 2023.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

## Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity