People Officer, International

“In the past century Fauna & Flora 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, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora saves species from extinction and habitats from destruction, while 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, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

People Department

We employ circa 560 people across 20 jurisdictions, with around 190 employees in the UK, 25 international and 345 national employees working across Africa, Asia-Pacific, Eurasia and the Americas & Caribbean. Our People Team, based in Cambridge, is currently comprised of nine roles. We are entering an exciting period of growth to support our new conservation strategy to 2030, including expanding our People Team.

The Opportunity

In this new role at Fauna & Flora you will be joining a really supportive and friendly People Team, who are committed to working collaboratively to provide a high-quality and responsive HR service to the organisation.

Your main focus will be providing a comprehensive, customer-focused, and proactive HR service for our international employees, and providing HR advice and assistance to our in-country teams across the globe. You will provide critical technical, research and administrative support to our two Senior People Partners (International), as well as contributing to the development, implementation and running of key global people projects.

You will have good HR experience, ideally in all aspects of the employee life-cycle, as well as experience in people projects. You will have a can-do, organised approach to work and excellent attention to detail. You will enjoy engaging and collaborating with a wide range of people, and your excellent communication skills and sensitivity to culture will enable you to build positive, supportive, and effective working relationships across the organisation.

If you meet the role requirements and would like to support our mission, we’d love to hear from you. You will be joining an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, Fauna & Flora 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

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Gross Salary Range: circa £27,000

Location: Fauna & Flora, Cambridge
Current policy offers partial remote working within the UK

Benefits: 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 Fauna & Flora UK offices are closed

For employees on UK-based contracts, Fauna & Flora 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

Hours of Work: This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive. Part-time hours would be considered with a minimum of 80% time.

Job Description

Job Title: People Officer (International)

Reports to: Senior People Partner (International)

Key working relationships: Senior People Partner (International)
Country Leads
In-country HR focal people
UK People Team
Programme Staff based in Cambridge

Purpose:
- To deliver an effective and responsive first-line people service to international employees
- To provide administrative, recruitment, and HRIS support for in-country teams
- To provide research, advice, and support with the development, implementation, and running of global people projects
Main Duties:

**HR service – international employees**
- Act as first point of contact for international employee queries, liaising with line managers and country leads, advising on Fauna & Flora policy and procedures and referring queries as appropriate
- Administer international employee recruitment process; act as the initial point of contact and advise recruiting managers on the recruitment process, support the development of and post recruitment adverts, receive applications and answer queries from applicants
- Support job evaluation assessments, ensuring rigour and consistency in salary setting
- Provide comprehensive and efficient administrative support for the employee life cycle of our international employees; manage the starter and leaver process, issue changes to terms and conditions, monitor absence and leave, escalating issues to Senior People Partners (International)
- Conduct HR inductions for international employees
- Manage international benefits, understand and maintain medical insurance policies, working with our insurance broker, process documentation and maintain records
- In conjunction with in-country offices, ensure international employee documentation and HRIS records are accurate, up-to-date and correctly maintained and filed

**HR service – in-country teams**
- Administer and support the in-country employee lifecycle, ensuring deadlines are met
- Review in-country employee life cycle processes and propose adjustments to ensure effective and timely deliverables
- Provide technical support and advice on developing recruitment materials
- Collate data on the effectiveness of advertising media to inform future media choices for international and in-country recruitment to ensure appropriately targeted advertising and best use of funds
- Support the development and presentation of global people communications and briefings as required
- In conjunction with the People Operations Team, support the implementation of the global HRIS, provide HRIS training to in-country teams and act as a central administrator
- Prepare information for management reports as required based on HRIS and in-country data
- Keep up to date with developments in employment law and other relevant matters at our global locations

**Projects**
- Review and research best practice, provide and create briefings, and propose solutions based on Fauna & Flora business needs and affordability for ongoing and future projects, contributing to continued development and improvement
- Develop, organise and maintain an International People Team filing system
- Create and maintain International People Team templates and processes and implement a sharing framework
- Support with ongoing global projects: e.g. HRIS implementation, employee handbook development, benefits review
- Ensure and support knowledge sharing across the in-country people teams
Other
- Ensure adherence to Data Protection legislation and Fauna & Flora policies and procedures relating to the processing and storing of data
- Support the People Operations Team with employee life cycle processes when required
- Perform any other tasks that may be requested of you from time to time, appropriate to your skills and experience and relevant to the scope of the role

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Skills</td>
<td>• Excellent communication skills with the ability to provide clear advice, both written and verbal</td>
<td>• Working knowledge of languages from our global locations</td>
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<td>• Exceptional organisational skills and meticulous attention to detail</td>
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<td>• Good prioritisation and time management skills, with ability to work to multiple deadlines</td>
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<td>• Confident and proficient in use of MS Office</td>
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<td>• Fluency in English (spoken and written)</td>
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<td>Knowledge and experience</td>
<td>• Qualification in HR or equivalent experience</td>
<td>• Experience in a non-profit international organisation</td>
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<td>• Experience in providing advice/guidance on HR policy and process</td>
<td>• Experience providing a broad range of high-quality HR policy advice</td>
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<td>• Experience in supporting end-to-end recruitment</td>
<td>• Knowledge and understanding of international HR practices and issues and legal practice</td>
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<td>• Experience in supporting the development and implementation of HR policies, procedures and projects</td>
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<td>• Experience in administering an HR Information System</td>
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<td>• Demonstrated experience in providing efficient administrative support</td>
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<td>• Experience establishing trusted working relationships with a diverse range of people globally</td>
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<td>Behavioural qualities</td>
<td>• Demonstrates Fauna &amp; Flora’s values</td>
<td>• Interest in and empathy with Fauna &amp; Flora’s mission</td>
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<td>• Responsive, with a customer-service focus</td>
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<td>• Establishes trust to build positive, supportive, and effective working relationships</td>
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<td>• International mindset and approach</td>
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<td></td>
<td>• Awareness and sensitivity to culture</td>
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<td>• Excellent team player</td>
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<td>• Self-starter with the ability to use initiative and drive projects forward independently</td>
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<td>• Desire to learn and develop professionally</td>
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Fauna & Flora 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 Fauna & Flora 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 inclusive, supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to ema.infante@fauna-flora.org

In your cover letter, please explain why you feel you should be considered for this post, highlighting your relevant skills, knowledge and experience and how they meet the requirements of the role profile.

Please mark your application ‘People Officer (International)’.

The closing date for applications is Sunday 23 July 2023. Interviews are likely to take place week commencing 31 July 2023.

Candidates selected for interview will be contacted by email or telephone. Please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

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

Fauna & Flora 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 Ema Infante, Sr People Partner, on Email: ema.infante@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity