

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	HR Advisor, Europe and Central Asia
<b>DIVISION/DEPARTMENT:</b>	Human Resources

**1. OVERALL PURPOSE OF JOB**

To partner with managers and colleagues to shape and deliver HR activities and initiatives in support of organisational goals and strategy. To advise managers and staff to embed good people management practices and maintain positive employee relations.

To provide HR support and advice to the Europe and Central Asia team; to deliver HR projects and initiatives at a regional and global level; and to work with HR colleagues to provide effective global HR service.

**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Regional Director, Europe and Central Asia team (Belgium based) Dotted line to Senior HR Business Partner, Global HR (UK based)
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
No formal line management responsibility but operating within a matrix structure.
<b>PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE SECRETARIAT:</b>
This person will be required to: <ul style="list-style-type: none"><li>- Provide HR advice and build relationships with leaders and employees within the ECA team.</li><li>- Work in collaboration with the Global HR team to ensure ECA Regional Director and Leadership Team have comprehensive support on all HR matters</li><li>- Support the Global HR team in various HR projects, initiatives and tasks</li></ul>
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN THE BIRDLIFE NETWORK :</b>
Collaboration with HR professionals from across the BirdLife Partnership, especially those based within the ECA region.

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**3. KEY WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>	<b>Contact</b>	<b>Level (1-3)</b>
BirdLife Network Organisation Staff	2	General Public	1	Corporations	1
BirdLife Advisory Groups, Committees, Regional Councils	1	Press & Media	1	Institutional Funders	1
BirdLife Global Council	1	Regulators/Legislators/ Policy makers	2	High net worth Individual donors/	1
Suppliers/Service Providers	3	Scientific Community	1	Royalty/VIPs	1

**Level of Contact**

- 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
- 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.
- 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing BirdLife to highly influential people. Responsible for complex and sensitive/high risk communications.

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

<p><b>1. HR Advisor to the ECA team</b></p> <ul style="list-style-type: none"> <li>- Provide HR Advice to leaders and employees, acting as a trusted advisor on HR practice, policy, legislation and change management.</li> <li>- Act as coach, mentor and partner to colleagues in the ECA team to ensure good people management that is consistent with global policy and compliant with local legislation and practices.</li> <li>- Work with our Belgian payroll provider to ensure payroll is done correctly and compliantly, and provide advice on issues related to leave, payroll and benefits.</li> <li>- With support of the Senior HRBP, write the annual training plan, ensure training requirements are met, deliver training as and when necessary and ensure legal compliance.</li> <li>- Follow local labour legislation changes, alert &amp; support HR team to create correct actions.</li> <li>- Support the recruitment process in the region, ensuring Hiring Managers follow the recruitment process, attend interviews, and liaise with the Global HR team to ensure hiring &amp; onboarding are done swiftly.</li> <li>- Provide the necessary HR support to ensure a good employee experience, from onboarding to off-boarding.</li> <li>- Attend team meetings to build and maintain strong relationships and monitor engagement &amp; morale of the team, liaise with the Global HR team to ensure proactive action &amp; solutions.</li> <li>- Participate in the well-being committee and follow up on HR actions, in consultation with the Senior HR Business Partner.</li> </ul> <p><b>2. HR projects and initiatives</b></p> <ul style="list-style-type: none"> <li>- Work in collaboration with the Global HR team in supporting, leading and/or delivering HR projects and initiatives identified in the People Action Plan.</li> </ul>
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- Areas of focus will be as agreed with the Senior HR Business Partner and Regional Director ECA, but may include engagement, wellbeing, diversity equity and inclusion.
- 3. Work with HR colleagues to provide effective global HR service**
- You will be part of a wider HR network and may be required to provide support to other regions and teams from time to time, especially for those teams who do not have a dedicated HR Advisor or Partner.
  - Tasks will be as agreed with the Senior HR Business Partner and Regional Director ECA but may include interviewing and case work support.

**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Delegated responsibility to approve payments as agreed with HR Director
<b>Contracts – Funders</b>	N/a
<b>Contracts – Staff/Consultants</b>	Will be required to draft employment contracts for staff and consultants, and provide advice to others
<b>Contracts – Service providers</b>	N/a First point of contact for insurances,
<b>Legal Responsibility</b>	Provide advice on documented policy and employment law queries, and know when to refer upwards or seek external advice.

**6. EDUCATION/SKILLS & OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	Must be numerate and literate, with a high level of oral and written communication skills.
<b>Job Specific Education/Qualification</b>	HR qualification or equivalent experience
<b>Job Specific Knowledge</b>	Sound knowledge of Belgium employment law and HR good practice across the whole employee cycle.
<b>Experience</b>	Proven track record of operating within a multi-sited and international environment. Experience with payroll and employee benefits. Experience in managing casework and resolving simple employee relations issues.
<b>Management &amp; Organisational skills</b>	Emotionally resilient and self-aware, with the ability to prioritise and manage own workload. Good attention to detail, ability to work to deadlines, and know when to refer or seek advice. Adaptable and able to support others through organisational change.
<b>Communications Skills</b>	Ability and confidence to communicate with people of all levels, cultures, and through a variety of media. Ability to build strong relationships and create synergies with other departments and functions. Awareness and ability to maintain confidentiality is essential.

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<b>Creativity &amp; Initiative</b>	Proven ability to apply policy and guidance, and seek support in complex and ambiguous situations. Analytical and goal oriented, with ability to implement sound solutions to achieve organisational goals
<b>Computer Literacy</b>	Experienced user of standard Microsoft packages. Experience with Payroll packages, systems and providers.
<b>Languages</b>	To be Fluent in English and also French and/or Dutch) is essential. Ideally, you will be fluent in all 3.
<b>Travel Requirements</b>	None planned
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
An interest in conservation issues, and experience of working in not-for-profit environment.	

<b>Prepared by:</b>	<b>Date:</b>
Laura Formoy HR Director	August 2024