

JOB DESCRIPTION



The **Fred Hollows**
Foundation

Role Information			
Job Title	People Partner – Asia and Middle East	Division / Location	People & Organisational Development (POD) Hong Kong or Vietnam (Ho Chi Minh City, Hanoi or Da Nang) or Cambodia (Phnom Penh) or Philippines (Manila).
Date	July 2016	Career Band	Senior Professional
Employment Type	Full time fixed term 12 month contract (maternity leave cover) with the potential for extension	Role balance guide	People: 30% Operations: 30% Technical: 40%
Name	Vacant		
Role summary	<p>The People Partner Asia and Middle East is responsible for providing a high standard of operational advice and support for people managers and employees across the Asia and Middle East regions and effective global HR systems and operations. This role will support six countries in East Asia (Vietnam, Cambodia, China, Laos, Indonesia, Philippines) and four countries in South Asia Middle East (Pakistan, Bangladesh, Myanmar and Nepal).</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> • People and Development • POD systems and processes • Team contribution • Values and Behaviour • Health, Safety and Wellbeing • Child Protection 		
Reporting & Requirements	<ul style="list-style-type: none"> • Reports to: Global Lead – People & Development • Direct Reports: NIL but will form close relationships with staff in region that hold Human Resources accountabilities for their countries • Member of: People & Organisational Development team • Required to: Constant travel within the region will be required and annually to Australia 		
Role Relationships	Relationship with Manager Global Lead - People & Development assigns tasks and is accountable for performance and development	Works with these roles: Associate Director for East Asia Associate Director South Asia Middle East Country Managers in East Asia and South Asia Middle East People & Organisational Development team People Managers and supervisors in East Asia and South Asia Middle East East Staff members in country that hold people accountabilities All employees in East Asia and South Asia Middle East External agencies, consultants, NGO's and sector leaders as required	

Core accountabilities

People & Development

- Actively engage with people managers and employees and openly communication in all areas of employment related policies, processes, compliance and issue management by monitoring and managing employee related industry and legislative compliance and providing direction and support as required to effectively manage risk and ensure satisfactory resolution of people-related issues.
- Collaboratively design and deliver on action plans with each client group that are aligned with the overall People & Organisational Development strategy and work plans including the provision of support for the full employee lifecycle including workforce planning, recruitment, learning and development, remuneration and benefits, health and safety, employee engagement, succession planning and information management. To do this you will be supported by a central People & Development team who will establish global policy and be able to support with some subject matter expertise in areas such as selection and remuneration.
- Partner collaboratively with Country Managers and the Regional Associate Directors to develop and implement people policies and practices appropriate to the local context (having regard to local labour laws, cultural norms, program needs) whilst maintaining global consistency across The Foundation.

People and Organisational Development systems and processes

- Provide input into people policies, processes and systems as required.
- Act as Subject Matter Expert for Asia and Middle East in POD projects.
- Act as Subject Matter Lead on POD projects as required.

Team Contribution

- Constructively contribute and collaborate with all colleagues
- Delivery high quality work that supports our global operating environment
- Demonstrate compliance with all legislation and The Foundation's policies and procedures

Values and Behaviour

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO
- Actively demonstrate the organisational values:
Integrity: We stand up for what is right
Collaboration: We are stronger together
Empowerment: We make a difference
Action: We focus on results

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors
- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage

Child Protection

- This position is recognised as having "contact with Children", either direct or indirect

Definition - Contact with Children - Being engaged in an activity or in a position that involves or may involve **incidental contact** with children, either under the position description or due to the nature of the work environment. It includes **indirect and direct** contact with children in the community.

This job description defines the broad responsibilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details

Person Specification	
Qualifications, Knowledge	<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant undergraduate qualification/s essential. Post graduate desirable. <p>Knowledge</p> <ul style="list-style-type: none"> • Strong HR generalist understanding of the whole employment lifecycle • Strong understanding of employment law across East Asia and South Asia and Middle East • Good understanding of international employment law desirable • Strong understanding of project management approaches, methodology and tools • Awareness of trends, issues, and how organisations operate in the international development and international non-government organisation sectors (including in the global, regional and local contexts) beneficial • Cross cultural awareness
Experience	<p>Experience</p> <ul style="list-style-type: none"> • Demonstrated experience in business partnering and leading and delivering HR initiatives in organisations with diverse requirements, preferably in complex, global organisations with matrix reporting requirements • Demonstrated experience collaborating with diverse and complex senior stakeholders, developing relationships and providing advice, with a track record of delivering results • Experience in a regional HR role • Although this role has no direct reports it would be ideal for the incumbent to have People Management/ leadership experience to be able to empathise with people leaders across the region
Skills and Attributes	<p>Skills</p> <ul style="list-style-type: none"> • Highly developed interpersonal skills and the ability to advise and influence at all levels • Effective and proven relationship building and stakeholder management skills • Be able to apply best practice Human Resource approaches and being able to customise appropriately to local context • Facilitation and capacity building capability • Strong planning, coordination and organisational skills • Exceptional attention to detail and analytic skills • Strong verbal and written communication skills • Strong project management skills • Strong presentation skills • The ability to manage local and central office expectations to achieve outcomes <p>Attributes:</p> <ul style="list-style-type: none"> • Demonstrated flexibility, patience, resilience and perseverance, including the ability to adapt and embrace a process and a plan that is evolving and changing • Strong listening and reflective skills • The ability to adapt as appropriate to cultural needs of people working with • Positive outlook and sense of humour
Other	<ul style="list-style-type: none"> • Eligibility to work in Hong Kong or Cambodia or Vietnam and be able to enter each country within the scope of the regions • Preparedness to undergo background checks including Criminal records check. • Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children. • The ability to travel at short notice