



JOB ADVERTISEMENT

MANAGER, HUMAN RESOURCES

Full-time staff position based in the UK.

October 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The Human Resources (HR) Manager will provide management and support across Integrity's HR needs including recruitment, retention, professional development and training, performance management, career development, policies and handbooks, administration and strategy implementation. The role will provide support and advice to UK Managers and staff in order to retain an engaged and team, while ensuring local HR compliance. The HR Manager will report to the Vice President, Human Resources (VP HR).

Terms of Reference

A. HR Operations (80%)

- Lead on the delivery of all HR operations in support of the UK Offices. Manage the life cycle for all UK staff from recruitment and retention through to departure.
- Support UK managers with recruitment, including providing coaching on Integrity's Recruitment Process. Lead recruitment strategy meetings through to offers. Quality assure all terms of reference, oversee advertisements on job boards and the Integrity website and maintain our recruitment platforms including Devex and LinkedIn.
- Supervise and administer employee information including employment offers, contracts, reference checks, new starter information, and probation letters. Oversee systems and processes for all staff inductions, probation and leavers including exit Interviews and the maintenance of our absence management platform.
- Lead on the review of the UK Staff Handbook. Support VP HR with the enhancement of existing portfolio of staff and manager tools including competency frameworks, process documents and manager guidance documents.
- Manage employee relations by providing advice and written correspondence to staff on flexible working requests and family leave processes including Maternity, Shared Parental and Paternity Leave. Advise, coach and support managers on performance management processes, capability and disciplinary meetings and employee welfare.
- Ensure employment templates and forms are updated and maintained in line with internal and legal changes. Maintain all HR electronic folders and dashboards. Ensure confidentiality of data in line with company protocols and data protection.
- Partner with senior managers and VP HR, to continue to foster our positive company culture and sense of belonging and to implement people-related strategies including supporting on training and development and diversity and inclusion initiatives. Ensure managers are kept up to date with HR policy and law changes, with training where required.
- Lead the employee representative process and communications. Work with the VP HR to analyse data and recommendations.
- Provide HR Inductions to new staff to increase awareness of key company HR processes and systems and support integration into Integrity.
- Manage any staff HR queries including on UK compensation and benefits.

B. Compliance (15%)

- Update employee payroll changes on HR systems and ensure timely communication with our payroll provider. In collaboration with the Corporate team, review payroll reports and ensure staff are paid on time each month.

C. Staff Management (5%)

- Supervise an HR Officer.

Your Experience and Expertise

The candidate will have:

- CIPD qualified, or a relevant HR qualification A relevant bachelor's degree is desirable.
- A minimum of 5 years' HR management experience, including with an international labour force.
- Experience in drafting and amending employment contracts and HR policies.
- Experience or appreciation of working and living in cross-cultural environments.
- Experience of working for a company with international offices and teams.
- Experience of UK employment law essential and a working knowledge of variations to employment law.
- Exceptional organisational and communication skills is required together with proven leadership capabilities and solid knowledge of employment legislation and its application.
- Experience in developing and supporting line managers through change.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

Competencies

The candidate will have:

- A diplomatic and personable approach to developing and managing relationships and representing the Integrity brand.
- The ability to work under pressure and to tight deadlines with flexibility, efficiency, and good nature.
- Good knowledge of UK employment law and ability to keep abreast of legal changes and best practice.
- Adaptability and flexibility with good problem-solving skills.
- Ability to innovate, create and implement continuous improvement initiatives.
- Experience of designing and writing HR policies, procedures.
- Good written and verbal communication, numeracy, and analytical skills.
- Self-motivated and able to work autonomously or as part of a team.
- An ethical approach, confidentiality, personal integrity, and a strong sense of self.
- The ability to develop and manage relationships with a diplomatic and personable approach, with a clear understanding and application of discretion and confidentiality.
- The ability to demonstrate strong communication skills, leadership skills and an ability to work well both independently and in teams.
- Experience of using HR Information Systems.

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none">• Ethics• Leadership• Planning and Organising• Development and Continual Learning• Results Focus and Initiative• Teamwork• Customer Orientation• Communication• Managing Change	<ul style="list-style-type: none">• Analytical and Flexible Thinking• Achievement Focus• Managing Resources• Teamwork and Team Leadership• Customer Orientation• Influencing• Organisational Knowledge• Organisational Alignment• Strategic Thinking• Accountability• Developing Talent

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **31st October 2023**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by UK data protection laws.