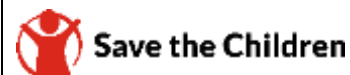


# SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



Position Title:	Employee Relations Officer
Position ID:	NEW0000542

Team	People Planning, Strategy and Effectiveness	Grade	P1
Reports To (Title)	Manager, Employee Relations	Contract Length	Permanent
Location	Any approved SCI office location	Time-zone	Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours)
Language(s)	English	Headcount	2 total with various location requirements

## Team and Job Purpose

### Team purpose

To ensure fair and compliant employee relations processes in order to foster a positive and inclusive workplace culture while adhering to all legal and organizational standards. The Employee Relations team analyses data and trends to identify areas for improvement, builds capacity to handle complex issues effectively, and conducts thorough investigations into cases, disciplinaries, and appeals. Through these efforts, the team supports the organization's mission to create an equitable and supportive work environment for all employees.

### Role purpose

To manage employee relations processes and ensure alignment with Save the Children International's (SCI's) commitment to fairness, inclusivity, and employee well-being, the Employee Relations Officer addresses cases such as sickness absence, formal performance management, and flexible working requests. The role supports line managers and staff by providing advice and guidance to promote a culture of mutual respect and collaboration within the organisation. Additionally, the role analyses employee relations data trends to identify and address potential issues proactively, contributing to continuous improvement in workplace policies and practices consistent with SCI's mission.

## Principal Accountabilities

- Advise leaders and support the the processes for employee relations cases such as sickness absence, informal and formal performance management, grievances etc. ensuring they align with SCI's commitment to fairness, inclusivity, and the well-being of all employees
- Be the key focal point for employee concerns regarding all types of parental leave, flexible working requests etc.
- Support line managers and staff by providing advice and guidance on SCI's people policies and procedures to promote a culture of mutual respect and collaboration within the organisation
- Analyse people data and trends to proactively identify and address potential issues, supporting continuous improvement in workplace policies and practices in line with SCI's mission
- Update and close employee relations cases in SCI's case management system, ensuring all necessary follow-ups and recommendations are completed
- Support the Employee Relations team in overall case management including coordinating the preparation for investigations, disciplinary and appeal hearings and ensuring accurate and comprehensive notes are taken for organisational records
- Ensure compliance with SCI's Diversity, Equity, and Inclusion policies by embedding inclusive practices within all employee relations activities, helping to build a culturally competent and respectful organisation.

## Budget

N/A

### People Management Responsibility (direct/indirect reports)

Number of people managed in total: 0

Manager of a team: No

Team Manager (manager of multiple teams): No

### Size of Remit

Global

### Travel Requirements

International travel required: No

### Key Relationships

#### Internal

- Broader People department including the People Planning, Strategy and Effectiveness team, People Operations team and Talent and Learning team
- Global Investigations Hub
- Legal department

#### External

- Local external Legal Counsel

### Competencies

Cluster: Thinking

Competency: Innovating and adapting

Level: Skilled

Behavioural Indicator: Suggests creative improvements and better ways of working

Cluster: Engaging

Competency: Working effectively with others

Level: Skilled

Behavioural Indicator: Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes

Behavioural Indicator: Uses data and evidence to drive decision making for quality improvement

Cluster: Engaging

Competency: Communicating with impact

Level: Skilled

Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence

Cluster: Leading

Competency: Leading and inspiring others

Level: Skilled

Behavioural Indicator: Demonstrates personal integrity by using their position responsibly and fairly.

Cluster: Leading

Competency: Delivering results

Level: Skilled

Behavioural Indicator: Delivers timely and appropriate results using available resources.

### Experience and Skills

#### Essential

1. Communication Skills: Proficient in both verbal and written communication, able to convey complex ideas clearly and concisely.

2. **Analytical Skills:** Capable of analysing employee relations data and using insights to identify trends and issues, with a strong focus on continuous improvement and data-driven decision-making.
3. Considerable experience in managing employee relations cases, including sickness absence, informal and formal performance management and grievances
4. Experience in using case management systems and documenting formal meetings to ensure comprehensive and compliant organisational records.
5. Experience in monitoring and analysing employee relations trends to proactively improve workplace policies and practices in alignment with organisational values
6. **Organisational Skills:** Efficient in managing multiple cases and tasks concurrently, with a strong attention to detail and follow-through .
7. **Advisory Skills:** Proven ability to provide sound advice and guidance on employee relations matters to both staff and managers, promoting effective and fair resolutions and a collaborative organisational culture.

#### **Desirable**

1. French, Spanish or Arabic language skills

#### **Education and Qualifications**

##### **Desirable**

1. Knowledge and familiarity with employment laws and regulations in one or more countries that SCI works in
2. A qualification in Human Resources or equivalent experience

#### **Safeguarding**

We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.

Level 1: A basic criminal record background (DBS) check is required/equivalent police record check.

#### **Diversity, Equity and Inclusion and Equal Opportunities**

Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.

We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.

Reasonable adjustments will be made should any candidate invited to interview require this.

#### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Version Control and Approval				
Version	Date	Author	Reviewer	Approver
2	4 <sup>th</sup> November 2024		Ishbel Morrison	Sarah Atkin