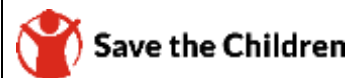


SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



Position Title:	Specialist, Employee Relations
Position ID:	903259299

Team	People Planning, Strategy and Effectiveness	Grade	P3
Reports To (Title)	Head, Employee Relations	Contract Length	Permanent
Location	One role in any approved SCI office location based in our MENAEE region One role in any approved SCI location Worldwide	Time-zone	One role in MENAEE Time Zones (+ / - 3 hours) One role in any time zone
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, disciplinarys, 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 provide expert advice on employee relations matters, upholds Save the Children International's (SCI's) values of integrity and accountability, and contribute to a productive and inclusive work environment. This role ensures fair and consistent handling of disciplinary and appeal processes, and grievance investigations while fostering a culture of respect and empowerment. By building capability in employee relations best practices, this role supports the achievement of SCI's mission to protect and promote the well-being of children.

Principal Accountabilities

- Lead and manage the investigation and resolution of employee grievances and disciplinary cases, partnering with colleagues on complex multi-faceted cases, ensuring a fair and timely process that upholds SCI's values and policies.
- Monitor and report on internal and external employee relations trends to identify areas for improvement and inform policies and practices, ensuring SCI remains a safe, fair, and equitable organisation.
- Foster strong relationships with employees at all levels, promoting open communication and trust to create a collaborative and respectful work environment.
- Provide expert advice and support to managers and senior leaders in the Global Team and Country Offices on complex employee relations issues, enhancing their capability to handle cases effectively and in alignment with organisational values and local legal requirements.
- 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.
- Update and close employee relations cases in SCI's case management system, ensuring all necessary follow-ups and recommendations are completed
- Ensure efficient implementation of final recommendations, maintaining accurate and thorough records at all stages and prioritising support for colleagues involved.

- Develop and maintain an Employee Relations toolkit and trainings to support and capacity building of Global Team and Country Office colleagues

Budget

N/A

People Management Responsibility (direct/indirect reports)

Number of people managed in total: N/A

Manager of a team: No

Team Manager (manager of multiple teams): No

Size of Remit

Global

Travel Requirements

International travel required: Yes

Percentage of required for travel: Up to 10%

Key Relationships

Internal (excluding direct team and manager)

- People Partners
- Functional Leaders
- Regional Directors
- Investigations Hub
- Risk team

External

- Local external Legal Counsel

Competencies

Cluster: Thinking

Competency: Innovating and adapting

Level: Accomplished

Behavioural Indicator: Demonstrates flexibility in following processes and procedures while remaining true to the organisation's values.

Cluster: Engaging

Competency: Networking

Level: Leading Edge

Behavioural Indicator: Builds strong relationships with a broad range of stakeholders.

Cluster: Thinking

Competency: Problem solving and decision making

Level: Accomplished

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

Cluster: Engaging

Competency: Working effectively with others

Level: Leading Edge

Behavioural Indicator: Creates an environment which promotes diversity and does not tolerate discrimination.

Cluster: Engaging

Competency: Communicating with impact

Level: Skilled

Behavioural Indicator: Ensures communications are concise and well-structured.

Experience and Skills

Essential

1. Significant experience in handling employee grievances and disciplinary cases, ensuring processes are fair, timely, and aligned with organisational policies.
2. Demonstrated ability in providing expert advice and support to managers and senior leaders on complex employee relations issues, enhancing their capability to handle cases effectively.
3. Extensive involvement in fostering strong relationships with employees and promoting a collaborative, respectful, and inclusive work environment.
4. Significant experience in monitoring and reporting on employee relations trends to inform policies and practices, ensuring a safe and equitable organisational culture.
5. Communication: Exceptional verbal and written communication skills; capable of articulating complex issues clearly and authoritatively.
6. Analytical Thinking: Strong analytical skills to monitor and report on employee relations trends, identify areas for improvement, and inform policies and practices.
7. Conflict Resolution: Advanced skills in conflict resolution and negotiation, with the ability to mediate complex employee relations issues tactfully and effectively.
8. Relationship Management: Ability to foster strong relationships with employees at all levels, promoting open communication and trust. Integrity and Ethical Judgement: High level of integrity and the ability to maintain confidentiality and impartiality at all times.
9. Project Management: Strong project management skills, with the ability to oversee the efficient implementation of final recommendations and maintain accurate records.

Desirable

1. French, Spanish or Arabic language skills

Education and Qualifications

Essential

1. Expert understanding of employment laws and regulations in one or more countries that SCI works in

Desirable

1. Qualifications, experience or training in mediation, conflict resolution, or labour law would be advantageous.
2. Professional certifications in Human Resources (such as CIPD)

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 th November 2024		Ishbel Morrison	Sarah Atkin