

VACANCY

POSITION:	HR Business Partner
DEPARTMENT:	Human Resources Department
PLACE OF WORK:	Save the Children Italia (Roma)
LINE MANAGER/REFERENT:	Head of HR Department
CONTRACT TYPE:	Permanent or temporary (based on work experience)
SALARY (INDICATIVE)	28.000 to 35.000 per year (based on experience)

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES:

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

JOB PURPOSE

The resource will serve as the focal point of the Human Resources Department in the delivery of daily activities of personnel management for assigned Divisions, with the aim to understand their needs and support them in the achievement of present and future objectives through the

management of HR activities, supporting the continuous improvement of processes and the identification of new initiatives / projects.

RESPONSABILITIES:

The Human Resources Business Partner will perform the following duties:

- In the capacity of HR Focal Point, in collaboration with HR Administration, will be the first point of contact operating in support of Unit Managers and other staff within the assigned Divisions with regards to the HR processes of recruiting and staffing, contracts, induction, and general operational resolution and support of ordinary personnel matters;
- Provide advice, assistance and follow-up to personnel in the interpretation of policies, procedures and HR documentation; ensure a high level of coordination and internal alignment with other HR Business Partners to ensure a consistent interpretation and application of HR policies across the organization by implementing the provisions and guidelines of the Head of HR Department;
- Facilitate accurate monitoring and reporting of activities for the Head of HR Department; supporting analysis and consolidation of operations of the Department;
- Maintain and update: personnel files and contractual documentation (Job Descriptions, Tors, titles and functions), the HR database and other organizational systems, electronic and hard copy, monitoring on internal salary structure and alerting the Head of HR Department with respect to deviations and anomalies;
- Support the assigned Divisions during the process of selection of personnel, guiding the hiring manager in the definition of Job Description and Tors, requesting authorization to proceed with the vacancy by the Head of HR, working through the different stages of selection leading to the formalization of the job offer of the successful candidate; administering the pre-employment and drafting of the contract; similarly support the activities of term employment.
- Ensure support to HR Administration in the preparation, review, processing, and distribution of payroll;
- To organize and deliver Induction sessions for new staff assigned to the Divisions; detect training needs and support the HR Department in the organization, planning and development of training courses and development;
- Manage and inform staff with respect to benefits, agreements, welfare, acting as a liaison between employees and any external service providers;
- Inform regularly (weekly) and report to the Head Department issues and possible solutions regarding labor relations that represent potentially relevant and critical organizational risks;
- Coordinate the resolution of problems and requests for information relating to specific policies and procedures, ensuring a collaborative approach to other departments involved in specific matters;
- Support other specific activities or special projects under the responsibility of HR Department at the request of the Head of Department.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- University degree in psychology, HR, management or related subject

- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies; previous experience with HR Systems is a strong asset
- Excellent command of spoken and written English and Italian

EXPERIENCE AND QUALIFICATION

- Recommended minimum of 5 years experience in senior roles capacity in HR Operations, Change Management, People Consulting, preferably 2/3 years experience as HR Business Partner in other organizations or alternatively prior experience as HR Generalist.
- It will be considered positively good knowledge and understanding of both No Profit and Corporate sectors; Humanitarian Emergencies knowledge is an asset;
- In-depth knowledge of current employment legislation and Italian national collective bargaining agreement contracts;
- Excellent knowledge of best practice HR methodologies and processes;
- Ability to plan and organise a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts
- Experience in capacity building and setting frameworks for staff development;
- Demonstrated credibility with colleagues and stakeholders at all levels of an organization

SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.

- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency.
- Always acts in the best interests of children.

PERSONAL SKILLS AND OTHERS:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Self motivated, flexible and proactive.
- Good analytical skills with the ability to identify key points from complex material or information.
- Marked interpersonal skills to foster positive collaboration and relationships with colleagues from different backgrounds;
- Mature and personable standing, capable of balancing team dynamics and independent work, accurately and reliable, aware of the confidentiality requirements of the role, of absolute integrity and trust.