

Job Description: Director of People and Culture

Post: Director of People and Culture

Grade: 19

Reports to: Executive Director

Overall purpose of the post

We want to make Greenpeace Africa a great place to work, where we build a great team, where people are challenged to do their best work, and where everyone can make a difference. Exceptional people deserve the best that we can provide in terms of working environment and support. We trust our people and provide them with the freedom to make choices that work for them and their loved ones.

As the Director of People and Culture you will be responsible for helping to find, develop, motivate and retain the team at Greenpeace Africa. You will act as a champion for the organisational culture and will support the organisation executives and team leaders, allowing the organisation to develop and grow quickly, dynamically and effectively. In this role you will be responsible for all human resources related activities. As the Director of People and Culture team you will be responsible for helping us build and support this exceptional group of people and you will need to build the People Operations team that can scale and support the company as it grows, ensuring that all staff understands how people decisions get made. People and Culture will partner with all areas of the organisation to help our teams build and support their projects. This will involve, driving recruitment of the best talent, coaching on team leadership, helping to resolving employee relations issues and managing programs that help develop staff. People and Culture is also responsible for recognising, creating and implementing plans to promote diversity within the organisation. A significant part of the role is promoting and developing initiatives to enhance employee understanding on inclusion issues, ensuring integrity across all hubs in Greenpeace Africa. This position is a key strategic role in the organisation helping to grow and allowing us to build a unique and strong people oriented culture at Greenpeace Africa.

The Director of People and Culture will work proactively with managers and directors to:

1. Ensure we have the right people with the right skills, and they are being well managed
2. Influence HR decisions at all levels, and ensure their effective implementation
3. Provide support and structure to organisational learning and development activities

4. Manage, develop and align personnel services to meet organisational needs
5. Positively influence and contribute to Greenpeace Africa HR initiatives

Senior Human Resource Partner

- Work closely with directors and managers to positively influence, steer and make HR decisions and ensure effective implementation
- Proactively provide HR advice and hands-on assistance to managers in order to achieve organisational goals
- Coach and mentor managers to improve competence and confidence
- Establish positive relationships and new ways of working in order to integrate and align HR with the rest of the organisation
- Involve, consult and communicate with staff on organisational policies and practices through all appropriate channels
- Promote and communicate the role of HR and HR practices in the organisation
- Ensure HR policies and practices meet the strategic needs of the organisation and contribute to the overall effectiveness
- Complement and work effectively alongside a variety of management structures in a fluid and adaptable organisation, including:
 - traditional hierarchical management at all levels of the organisation;
 - pastoral and task managers within our matrix programme structures;
 - international management and project structures with other Greenpeace organisations

Learning and Development

- Provide impetus, coordination and support to existing learning and development initiatives – a partnership between HR and functional experts at all levels
- Identify weaknesses and gaps in management, and develop new and existing internal management capacity

- Proactively identify and develop talent in all its forms, as a strategic partnership between HR, directors and staff
- Ensure that key organisational activities such as Performance Management (and appraisals), inductions and away days effectively support and drive learning and development across the organisation

HR Management, Strategy and Policy

- Ensure that HR strategy and policies are effectively aligned with and contribute to the overall Greenpeace Africa strategy
- Lead the development and execution of Greenpeace Africa's People strategies, policies and practices in order to realize the effective development of people and their performance
- Oversee efficient and effective delivery of all routine HR and administration by the HR team. Continually improve and develop the function's services to meet organisational needs
- Continually review and improve HR services and systems, ensuring they meet the current needs of the organisation
- Ensure all HR policies and processes support Greenpeace Africa's ways of working and demonstrably contribute to organisational effectiveness
- Minimise requirements for HR administration by streamlining processes, and training, coaching and empowering managers and staff
- Ensure HR Information management and reporting support operational decision-making at all levels, and proactively inform strategic HR initiatives
- Clarify internal processes and responsibilities

Integrity, Diversity and Inclusion

- Researching and advising on diversity and inclusion issues and creating programmes, training and values around this
- Supporting and guiding the recruitment team to help create a brand that appeals to diverse applicants and removes bias
- Identifying external trends and recognising best practice which will increase diversity among the workforce

- Preparing and building relationships among colleagues through diversity and inclusion training
- Reviewing the organisations workplace, policies and procedures, ensuring that these are all inclusive
- Foster integrity in the organisation by promoting an ethical mind-set with values-based decision making

Line Management

- Lead, manage and develop the HR team to ensure their effective performance through objective setting, performance management, coaching, training and development in order to enable the achievement of the objectives of the HR strategic plan
- Empower the HR Team to build effective relationships across Greenpeace Africa to enhance the Unit's reputation and to effectively deliver on the objectives of their role
- Ensure the effective management of the allocated budget

Other

- Manage and develop the HR team to be creative and proactive in supporting the organisation, as well as professionally competent.
- Contribute to the overall effectiveness of the management team reporting to the Executive Director, including weekly meetings of the team with the Executive Director.
- Develop and maintain knowledge on HR related issues by analysing global HR trends and external developments on best HR practices, by building strong working relationships and exchanging knowledge and experiences with peers in the global organisation.

Person Specification: Director of People and Culture

Listed below are the main competencies required to successfully undertake this role. Selection of candidates will be based on the extent to which these competencies can be demonstrated in the written application and interview.

HR functional competency

- Able to demonstrate a significant level of generalist HR experience at the level of Head of HR, Senior HR Manager, or Senior Business Partner within a fast-paced and flexible organisation
- Preferably degree educated and SABPP registered, or equivalent
- Evidence of significant continued personal development in the field of HRM, and application in a work context
- Knowledge in Organisational Psychology and change management will be advantageous

Responsibility for results

- Shows a high level of personal responsibility and initiative
- Works effectively in a fast-paced, hands-on environment
- Proactive and organisation-focused, achieving demonstrable results

Relationships and leadership

- Ability to build and maintain effective working relationships at all levels
- Ability to establish strong personal credibility and influence
- Confidence to represent HR and provide HR leadership across the organisation

Knowledge Sharing

- Ability to communicate, coach and influence at all levels
- Ability to analyse HR metrics to find root causes and develop short, medium and long-term solutions

Problem solving and innovation

- Problem solving and analytical capability with experience of managing ambiguity
- Applies external insight and creativity to identifying and bringing about organisational improvements

Strategic Perspective and Global Awareness

- Passionate about the contribution of HR to Greenpeace's impact and effectiveness
- Personal belief in and support for Greenpeace's aims