

PEOPLE AND CULTURE BUSINESS PARTNER

JOB DETAILS

LOCATION: Any location where Oxfam has an established office or legally hire/contract

CONTRACT TYPE: Fixed term (2 Years)

INTERNAL JOB GRADE: C2

DEPARTMENT and TEAM

Hub: Care and Core Operations

Core Team: People, Culture and Wellbeing

SALARY: In line with Oxfam values and location

HOURS (FTE): Full Time)

FLEXIBLE WORKING

We believe flexible working is key to building the Secretariat of the future, so we're open to talking about the type of flexible arrangements which might work for you.

COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity and gender equality within our organization.

DEPARTMENT PURPOSE: The Care and Core Operations hub brings together the essential functions that keep our organisation grounded, connected, and resilient. This includes IT and Digital Services, Finance, People, Culture and Wellbeing, our Integrity functions (Safeguarding, Risk Assurance, and legal) and Global Operations, and Accountability. Rather than following the traditional "people, process, technology" approach, this hub is built on a foundation of systems, people, and principles, recognizing that strong infrastructure and resilience must be values-led and people-centered to support our mission. It exists to enable and care for the wider organisation, upholding integrity, facilitating delivery, fostering culture, and ensuring our systems support not just what we do, but also how we do it, within the parameters of our decolonial and feminist values.

TEAM PURPOSE: The People, Culture and Wellbeing (PCW) function provides thought leadership in HR, Culture, Diversity and Inclusion and Wellbeing, along with operational support across the Confederation, OIS, and countries and regions. The team collaborates with key stakeholders across OIS to deliver day-to-day PCW solutions in talent attraction, employee relations, total rewards, well-being and talent management. It identifies trends, gaps, and areas for improvement within the PCW function and designs proactive solutions to support the function's strategy.

JOB PURPOSE: The purpose of this role is to forge strategic partnerships with the relevant Hub Director, management teams and staff, therefore leading and delivering on the people aspects of Oxfam International organisational priorities. You will drive PCW projects and initiatives in alignment with Confederation-wide PCW strategy, specialise in HR technical areas for the OIS and contribute to the broader PCW Community within the confederation. The P & C business partner acts as a trusted advisor to the business driving organizational effectiveness through strategic people management. The role will bridge the gap between HR and business operations, ensuring that talent strategies directly support business goals.

ROLE REPORTS TO	P & C Business Partner Lead
ROLES REPORTING TO THIS POST	HR Officer
BUDGET RESPONSIBILITY	N/A
KEY RESPONSIBILITIES (Strategic and operational contributor, technical competency, leadership, people and resource management) Under the guidance of the P&C Business Partner Lead, the P&C Business Partner will be responsible for: 1. Strategic Partnership, HR Advisory and Cross-Functional Collaboration Support: - Collaborate with business leaders to shape and execute business strategies through people initiatives. - Provide expert guidance across the entire HR value-chain including but not limited to recruitment, employee relations, retention, change management, driving a high- performance culture, engagement, rewards and recognition, remuneration, benefits, staff development, learning. - Provide collaboration and guidance on Let's Talk process, manage on performance improvement plan and learning & development opportunities. - Serve as the primary contact for HR advisory services including HR policies, processes, and employee relations, including performance and grievance management. - Oversee and advise on contract management including hosting and staff relocation. - Work closely with internal HR teams, affiliates, shared services, and key stakeholders to deliver effective HR solutions, including external stakeholders as appropriate. 2. Strategic HR Planning and Implementation: - Work closely with stakeholders to identify and address workforce planning, key priorities, talent development, culture and diversity & inclusion priorities. - Develop and execute HR action plans aligned with strategic and transactional organizational goals. - Translate business objectives into HR plans that drive performance, retention, engagement, and growth. - Influence organizational design, workforce planning, and change management efforts. - Be a meaningful contributor and driver of change for process improvement and automation across the HR value-chain. - Review and advise on job descriptions, assess job grading, and advise on compensation in collaboration with relevant HR teams, managers and Reward Shared Services. - Ensure alignment with organizational structures and strategic priorities. - Lead initiatives around agility, innovation, and continuous learning. 3. Leadership in HR Initiatives and Projects: - Conduct and support on change management training and communications to all relevant staff. - Manage complex HR cases/employee relations, support investigations and handle disciplinary action and grievance processes as per Oxfam case management standards. - Oversee policy development and system implementations. - Manage complex employee relations issues with confidentiality, sensitivity, emotional intelligence, discretion and strategic foresight.	

- Support change processes or restructuring efforts from a people perspective for respective department.

4. Data-Driven Decision Making:

- Utilize HR data analytics to identify trends, gaps, and opportunities for process enhancement.
- Analyse key HR metrics and ensure predictive HR analytics to drive decision-making and ensure staff are engaged, retained, developed and motivated.
- Influence policy changes and drive continuous improvements.
- Oversee and ensure completion and accuracy of HR data and files management.

5. Talent Acquisition, Talent Management and Employee Wellbeing:

- Lead, develop and implement plans to enhance recruitment, retention, career development, succession planning, leadership development, and high-potential talent programs.
- Partner with hiring managers to refine talent acquisition strategies for key roles.
- Oversee performance management systems that align with business outcomes.
- Champion and foster a culture of wellbeing, diversity, equity, and inclusion initiatives in collaboration with Culture and Wellbeing Anchor.
- Drive employee engagement through targeted programs and feedback mechanisms.
- Drive culture change initiatives for your area.
- Support with Organizational Development and Design processes including structural changes, job analysis, job grading and job levelling initiatives.
- Ensure employee well-being initiatives for respective area are taking place.

6. Policy Compliance and Governance:

- Review OIS HR policies and processes, recommend improvements in accordance to OIS best practices and Standard Operating Procedures (SOPs).
- Ensure consistent and pragmatic application of HR policies, holding leadership accountable for best practices.
- Liaise with relevant country HR teams to stay updated on industry trends and regulatory changes, offering proactive HR insights.

7. People Management

- Provide day-to-day guidance, support, and coaching to the HR Officer, ensuring clarity of priorities and delivery of key objectives.
- Foster professional growth by identifying development opportunities and encouraging continuous learning.
- Conduct regular check-ins, performance reviews, and feedback sessions to support engagement and effectiveness.
- Promote a collaborative, supportive, and inclusive working environment where the HR Officer can thrive and contribute to team success.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- **Live our values of INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY (read more about these [here](#))**

- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our **feminist principles**, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

Essential Criteria

Strategic & Business Acumen

- Strong strategic thinking with the ability to translate business objectives into effective HR initiatives.
- Proven business acumen and experience aligning HR practices to directly support and drive organizational performance.
- Experience operating in complex, international environments and managing a diverse range of stakeholders.

HR Expertise & Knowledge

- Solid HR Generalist experience with a deep understanding of core HR functions, including recruitment, DE&I, wellbeing, employee relations, learning & development, and reward.
- Experience of liaising with local lawyers and the interpretation of law in different country contexts.
- Demonstrated ability to manage a wide range of employee relations casework and provide trusted, pragmatic advice to managers and employees in consultation with the relevant stakeholders.

Leadership & Influence

- Exceptional influencing and leadership skills with the ability to act as a trusted advisor and build credibility with leaders and staff at all levels.
- Adept at building effective relationships across cultures, fostering collaboration, and promoting accountability.
- Passionate about People & Culture initiatives with a history of delivering successful outcomes through partnership.

Personal Effectiveness

- High emotional intelligence and strong interpersonal skills.
- Resilient and adaptable, with the ability to thrive in fast-paced, ambiguous, and evolving environments.
- Proactive, self-managed, and able to take ownership while working collaboratively.
- Meticulous attention to detail with a "can-do" mindset and a commitment to delivering high-quality results.

Desirable

- Strong fluency in English (speaking, reading, writing and listening).

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.