

## International HR Assistant

<b>Job Level</b>	2b	<b>Job reference No.</b>	ID: 4159
		<b>Role review</b>	May 2022
<b>Directorate</b>	People Services	<b>Service/Function</b>	International HR
<b>Reports to</b>	International HR Adviser		

### Scale and scope of role

<b>Direct reports</b>	None	<b>Indirect reports</b>	None
<b>Budgetary responsibility / accountability</b>	None	<b>Accountability for other resources</b>	None

### Context

We help anyone, anywhere in the UK and around the world, get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the global Red Cross and Red Crescent humanitarian network.

### Our values and principles

**Our values** (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Team overview

The International People department provides strategic, operational and advisory HR and L&D support to the International Directorate, made up of UK based staff, international staff in overseas programmes and locally hired staff in overseas programmes. The department also provides support to the International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies (the Federation) through the provision of and ongoing support to suitably qualified personnel on secondment into these organisations.

### Purpose of the role

As a member of the International HR team, the post-holder will support the provision of high quality, business focussed HR services (delivered within a national framework), to International Directorate both in the UK and Internationally to ensure that our overseas staff, business travellers and international consultants are meeting

our duty of care standards. This will also require close working with, and the commissioning of work from, centres of expertise and the Shared Services Centre.

## Main responsibilities

### HR Administration

- Provide HR administrative support to the recruitment and deployment of overseas staff including arranging advertising, shortlisting, briefing meetings, visas, travel plans, medicals, insurance, expenses, contracts, budgets and debrief meetings.
- Ensure pre-employment checks are carried out including references, health checks, Disclosure and Barring Service (DBS) checks and the right to live and work in the UK.
- Support the Deployments Adviser as required in the event of a deployment of one of the Emergency Response Units or surge personnel. This involves coordinating arrangements from confirmation of deployment through to debrief follow up and includes planning briefing meetings, visas, travel arrangements, expenses, contractual information and insurance provision.
- Progress HR transactions, ensuring offer letters, contracts of employment, variations to contracts of employment, pay changes are processed accurately in accordance with agreed timescales.
- Liaise with colleagues in People Services and the Shared Service Centre to ensure that starters, leavers, overseas pensions and changes to contracts are processed accurately in accordance with agreed payroll deadlines. Deal with pay queries and liaise with payroll and HR Advisers regarding any issues that arise.
- With the other HR team members, deal with the weekly/monthly shared HR administrative tasks.
- Support managers across the international directorate to create budgets for overseas positions and expected personnel costings (including per diem allowances)

### Duty of care support

- Deal with insurance claims, liaising with the Insurance Manager to ensure that claims are forwarded in a timely manner ensuring that the delegate is informed of any relevant information and the outcome.
- Provide an out of hours on-call service one week in every four to support both the sourcing and deployment of Rapid Response personnel from the BRC emergency talent pools and emergency duty of care support to staff working overseas
- Actively contribute to our culture of safeguarding, protection from sexual exploitation, abuse and harassment and anti-racism within all aspects of the role and employee lifecycle work.
- Respond to straightforward delegate queries on application of the duty of care policies and processes for overseas staff, national staff and consultants

- Support the Deployments Adviser with confidential people data management to ensure that BRC are tracking duty of care arrangements, such as visa information, medical clearances, travel requests etc.

### Team Member

- Actively participates in all team meetings
- Supports other team members
- Work and behaves in accordance with all BRC policies and procedures
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

### Pre- engagement checks

#### Criminal Records

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

#### Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis in the UK. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate and we want you to be able to bring your authentic-self to the Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness

## Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
<b>Knowledge and Skills</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Education to A Level or equivalent experience</li> <li>&gt; Some exposure to HR operations and administration</li> <li>&gt; Excellent administration and organisational skills, including attention to detail and maintaining up-to-date and accurate records</li> <li>&gt; Proven ability to prioritise and manage work effectively in a fast-paced environment, to deliver on time and in full against specific objectives.</li> <li>&gt; Excellent written and verbal communication skills</li> <li>&gt; Excellent IT skills, including proficiency with all basic Microsoft Office packages and information management systems</li> <li>&gt; Superb relationship management and interpersonal skills, and able to communicate effectively remotely and across cultures</li> <li>&gt; Resilient and flexible, with ability to adapt to rapidly changing needs.</li> </ul>	S		
	Desirable	<ul style="list-style-type: none"> <li>&gt; Knowledge of HR operations in an international context</li> <li>&gt; Knowledge of Red Cross or of the international humanitarian sector</li> <li>&gt; CPP or equivalent desirable (or willing to work towards)</li> </ul>	A		
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Experience of providing administrative HR support.</li> <li>&gt; Experience of drafting correspondence.</li> <li>&gt; Experience of and competency in financial administration including using spreadsheets and, as applicable, budget preparation and management</li> <li>&gt; Experience of providing customer or client support and advice</li> <li>&gt; Experience of working with databases and record keeping systems</li> </ul>	S		
	Desirable	<ul style="list-style-type: none"> <li>&gt; Experience of providing Admin or HR support to staff and managers located overseas</li> </ul>			

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>&gt; Seeking Insight –Gathers information</li> <li>&gt; Working Collaboratively –Proactively works across boundaries and hierarchies</li> <li>&gt; Communicating and influencing –Tailors their approach</li> <li>&gt; Solution focused - Sees multiple connections</li> </ul>				
<b>Additional requirements</b>	Essential	<ul style="list-style-type: none"> <li>&gt; Ensures inclusive practice and promotes diversity</li> <li>&gt; Ability to be on call for one week in every four, including the ability to work outside of office hours on occasion.</li> </ul>	S		
	Desirable	>Interest in humanitarian HR contexts and international development			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.