

ROLE PURPOSE: People Partner – East Asia



Our Vision

We see a world in which no person is needlessly or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title:
People Partner – East Asia

Division: People and Organisational Development

Location: Manila

Date: April 2019

Employment type: Full Permanent

Reports to: Global Lead –People & Development

Number of direct reports: N/A

Leadership Band: Leads Self

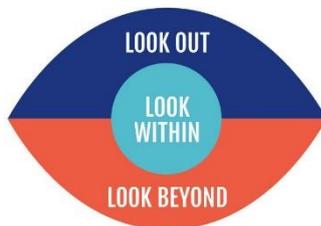
Purpose of the role:

The People Partner, East Asia is accountable for providing a high standard of operational advice and support for people managers and employees across the East Asia region. This region currently includes China, Philippines, Vietnam, Cambodia, Laos, Indonesia although this will flex with the needs of the organisation.

The People Partner will own the outcomes of:

1. Actively engaging with people managers and employees and openly communicating in all areas of employment related policies, processes, compliance and issue management by monitoring and managing employee related industry and legislative compliance and providing direction and support as required to effectively manage risk and ensure satisfactory resolution of people-related issues.
2. Collaboratively designing and delivering on action plans with each client group that are aligned with the overall People & Organisational Development (POD) strategy and work plans including the provision of support for the full employee lifecycle including workforce planning, recruitment, learning and development, remuneration and benefits, health and safety, employee engagement, succession planning and information management. To do this you will be supported by a central People & Development team who will establish global policy and be able to support with some subject matter expertise in areas such as selection and remuneration.
3. Partnering collaboratively with Country Managers and the Regional Associate Director to develop and implement people policies and practices appropriate to the local context (having regard to local labour laws, cultural norms, program needs) whilst maintaining global consistency across The Foundation.
4. Acting as Subject Matter Expert for East Asia in POD projects.
5. Leading POD projects as required.
6. Other tasks as requested by your manager

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Business partnering and leading and delivering HR initiatives in organisations with diverse requirements, preferably in complex, global organisations with matrix reporting requirements
- Collaborating with diverse and complex senior stakeholders, developing relationships and providing advice, with a track record of delivering results
- Understanding and implementing employment law across numerous jurisdictions in East Asia

Desirable Experience:

- Previous experience in a regional role
- Although this role has no direct reports it would be ideal for the incumbent to have People Management/ leadership experience to be able to empathise with people leaders across the region
- Awareness of trends, issues, and how organisations operate in the international development and international non-government organisation sectors (including in the global, regional and local contexts)

Skills:

- Highly developed interpersonal skills with the ability to effectively influence stakeholders at all levels
- Excellent communication skills, ability to work effectively in cross-cultural environment with fluency in written and spoken English,
- Ability to apply best practice HR approaches and customize to suit the local context
- Highly developed facilitation and capacity building skills
- Exceptional Attention to Detail
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Qualifications:

Relevant tertiary qualification is HR.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

Travel:

International travel required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.