ROLE PURPOSE

Role Title: People Partner – Asia
Division: Business Operations
Location: Manila, Philippines
Date: August 2023
Employment type: Full time, Permanent with flexible work arrangement
Reports to: Head of People & Development
Number of direct reports: 1
Leadership Band: Leads Others

Purpose of the role:
The People Partner of Asia is accountable for providing a high standard of operational support and strategic advice for people managers and employees across Asia. This country network currently includes China, Cambodia, Laos, Vietnam, Indonesia, Philippines, Bangladesh, Myanmar, Nepal, Singapore and Hong Kong.

The People Partner will own the outcomes of:
1. **Engagement** - 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. **HR Generalist BAU** - Collaboratively designing and implementing on action plans with each client group that are aligned with the overall People & Organisational Development (POD) strategy and work plans including the implementation of the full employee lifecycle including workforce planning, recruitment, learning and development, remuneration and benefits, health and safety, employee engagement, succession planning and information management.
3. **Compliance & Policies** - Partnering with Senior Leaders 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. **Projects** - Leading POD projects as required. 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 talent and capability.
5. 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.

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
- Outstanding organisational and time management skills including the ability to prioritise and multi-task work.
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts.

Essential Experience:
- Significant experience in business partnering and leading and delivering HR initiatives in organisations with diverse requirements, preferably in complex, global organisations with matrix reporting requirements.
- Exceptional attention to detail and experience managing remuneration across different countries
- 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 Asia
- People Management/ leadership experience
- Previous experience in a regional role

Desirable Experience:
- Experience in international development & NFP sector.
- 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) • Understanding of SAP SuccessFactors
• Ability to be flexible/adaptable in the face of changing priorities and to maintain a sense of humor.
• Ability to work independently, take initiative, set priorities and support programs.
• High sense of integrity, ethics and confidentiality.

Qualifications:
Undergraduate qualifications in Human Resources or demonstrated competency in Human Resources

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.

To work in The Foundation, you will:
• Be eligible to work in Philippines.
• Undergo background check including criminal records and qualifications check
• Undergo working with children check for positions that are identified as working with children