

People & Culture Lead

Location: UK preferable, other locations will be considered

Type of Position: Contractor – part-time

Deadline for Applications: 20 March 2023

Start Date: 15 April 2023

Who we are

The World Green Building Council (WorldGBC) is the largest and most influential local-regional-global action network, leading the transformation to sustainable and decarbonised built environments for everyone, everywhere.

Together, with 75+ Green Building Councils and industry partners from all around the world, we are driving systemic changes to:

- Address whole life carbon emissions of existing and new buildings
- Enable resilient, healthy, equitable and inclusive places
- Secure regenerative, resource efficient and waste-free infrastructure

We work with businesses, organisations and governments to deliver on the ambitions of the Paris Agreement and UN Global Goals for Sustainable Development (SDGs).

Find out more www.worldgbc.org

About the role

This is an exciting role for an ambitious professional to develop strong human resources and working culture strategy and processes within the organisation as well as manage and develop relationships with leaders across all areas, working together to meet the objectives set out in WorldGBC's business and people strategy. To provide advice, guidance and support within all aspects of the employee lifecycle to create an excellent employee experience.

The **People & Culture Lead** will report directly to the CEO and will work in unison with the Chief of Staff and Operations Director on supporting the CEO with all aspects of human resources and people strategy.

The complex nature of the organisation and this role requires that the ideal candidate have exemplary strategic and people management skills, and the ability to identify and anticipate the needs of a growing team.

Specific responsibilities include but are not limited to:

People strategy, remuneration, reward and recognition

- Review WorldGBC's human resources and culture strategy and processes and work with the CEO on improvements and alignment with best practice, including:
 - Remuneration, reward and recognition policies and frameworks
 - Professional development and career progression frameworks and processes
 - Dispute resolution processes
 - Performance and development review processes
- Lead implementation of refreshed processes, frameworks and policies, obtaining buy-in throughout the team, offering training as required in collaboration with Operations Director, and ensuring compliance across all departments and employees

- Oversee all salary and career progression processes and requests, and work with CEO to advise on best course of action for the organisation and individual cases
- Create and update individual Job Descriptions in line with organisational needs and career progressions
- Responsible for the implementation of strategic people projects and activities e.g. plan, collaborate, design and launch human resources practices and activities working with departments as required
- Assist and advise the CEO in all human resources matters. Act as subject matter expert in employee relations matters, keeping up to date with legal changes and ensuring appropriate application of people policies and procedures
- Ensure best practice and innovation by being up to date on the latest human resources and workplace wellbeing trends from within and outside the sector, gathering and sharing insights with the CEO and Operations team
- Own key KPI's and performance improvement within your area, using people metrics to provide insight to support planning, decision-making and action.

People management

- Support the CEO and other department leads in all aspects of team management. Coach, influence, guide and constructively challenge people managers and leaders to ensure strong people performance
- Work with CEO and Chief of Staff to coach and support the WorldGBC Senior Leadership Team, fostering a culture of continuous improvement and supporting the delivery of the organisational mission and objectives
- Build long term strategic partnerships across the organisation and as an active and effective member of operational team, working cross-functionally and in a collaborative manner to enable the delivery of business goals, projects and priorities
- Advise and support on organisational design and change projects. Partner with leaders to identify talent, strategic resourcing and capability requirements in line with the longer-term people needs of the organisation.

Recruitment, onboarding and training

- Support the Operations Director on best practice guidance for recruitment of new staff members and contractors
- Advise Operations Director on best practice for contracting and onboarding
- Support the Operations Director in developing and managing training programmes for teams and individual staff members in alignment with the annual plan and individual development plans, supporting the needs of the organisation
- Work with Operations Director to continually improve Staff Survey results, and ensure it offers best data to support organisational development, worker satisfaction and inform management decisions.

Knowledge & Experience

- 4-6+ years' demonstrable relevant experience working in HR/People roles
- An innovative, open mind, forward thinking and who can create, consult, and engage to develop a strategy, but also drive action and implement change
- Demonstrate an understanding and passion for success through people activities

- Able to spot opportunities for innovation and improvement and pro-actively seek ways to apply them
- Track record of building successful partnerships across multiple stakeholders as an HR professional, with the ability to network, influence, lead, constructively challenge, coach, guide and support as required managers and their teams
- Able to understand and utilise people data to inform decision-making and appropriate action
- Seen as highly credible and sought out for your expertise on People matters
- Up to date knowledge of global HR requirements and employment law
- Able to work with autonomy to deliver business priorities and manage workload within a dynamic operating environment
- Experience of effectively providing information, advice, and guidance across a range of HR activities to non-specialists that enables effective management of employee issues
- Extensive knowledge of key ER policies and procedures with an ability to provide clear, supportive and legislatively compliant guidance and advice
- Able to lead and work under change management and dynamic management
- Able to analyse a problem and collaborate effectively with others to find a solution
- Experience of contributing to the performance of a successful team with a focus on delivery and continuous improvement
- Good verbal, written, and interpersonal communication and influencing skills required together with an eye for detail and 'can do' attitude.

Desired

- Knowledge of the sustainability sector would be an advantage but is not essential
- An advanced working knowledge of reward and recognition frameworks
- Associate member of the CIPD and a demonstrable commitment to continuing professional development
- Ability to manage projects from conception to delivery.

The ideal candidate is:

- *A strategic thinker* – has an ability to focus on the end goal and ensure that every activity and approach is directed towards this goal
- *A creative mind* – will innovate with approaches and engagement techniques
- *A relationship builder* – will listen to the needs of the team, industry and GBCs, and work collaboratively
- *Able to develop and implement a work plan* - be meticulous in managing deadlines and deliverables, working with the marketing team and WorldGBC colleagues to ensure on-time delivery.

To apply, please send a CV and covering letter to careers@worldgbc.org by 20 March.

WorldGBC thanks all applicants but will only respond to short-listed candidates.