

<b>Job/Role Title</b>	<b>People Partner</b>
<b>Division</b>	<b>People Organisation &amp; Culture</b>
<b>Grade</b>	<b>F</b>
<b>Location</b>	<b>Mexico</b>
<b>Responsible to</b>	<b>Regional Director – Americas &amp; Caribbean Region and Director, People Organisation &amp; Culture</b>

**Type of Role**                      **This is a part-time role of 2.5 days a week**

Operating in an internal consulting model, this role will be the People Partner in a Regional Team of around 18 people based in Mexico and Trinidad & Tobago. You will also take the role of leading the development of IPPF's Talent Development Agenda for the Secretariat as part of the global People, Organisation & Culture community of practice.

This is an exciting opportunity to work as part of a regional/global team to support Secretariat transformation and cultural change.

#### **Role Purpose:**

To develop and implement People Plans that support our Strategic Framework objectives, deliver optimal performance and enable an environment that engages and develops diverse talent.

#### **Context of role:**

- As we transform the approach to People Organisation & Culture, we are looking to be more dynamic, agile and diverse.
- Building consistency, keeping on the 'front foot' of evolving people practices and bringing a proactive approach to attracting talent, people performance and development, workforce planning and enhancing the employee experience journey. Working collaboratively within the global team with the HR Operations Manager, People Partners and HR Focal points to develop processes, tools and platforms that are fit for purpose, support the Secretariat deliver the Strategic Framework and bring about visible change.

#### **Management responsibility:**

- You will have dotted line reporting of a Senior Officer- HR & Office Admin who will provide support to the team and to you on the ground on HR admin, system, payroll.

#### **Deliverables:**

- Develop and implement a rolling annual people plan that is part of the Secretariat People, Organisation & Culture 3-year plan and developed with the Regional Director and Senior Management Team you are working with.
- Devise, modify and manage the employee lifecycle journey to ensure a consistent and positive employee experience.
- Plan and optimise recruitment to effectively attract and secure diverse talent, pro-actively advising on approach. Supporting selection directly and/or through training/coaching recruiting managers and providing the objective validation on recruitment decisions in line with our goals and targets.
- Pro-actively build, adapt and evolve performance and development to ensure capability is in place to deliver, including running and advising on the calibration of performance and development in your own regional areas, working with People colleagues to be consistent.

- Optimise workforce planning with the Head of Corporate Services to integrate unrestricted and restricted resource ensuring within your own regional areas and in liaison with the HR Operations Manager (in the global team).
- Identify, mitigate, and manage people and employee relations risks.
- Manage and adapt the pay review cycle in line with Secretariat guidelines and working alongside People colleagues.
- Lead the local adaptation, modification and implementation of People Policies and Procedures in line with Secretariat framework.
- Build trusted relationships at all levels to deliver IPPF's People objectives while retaining line manager accountability through training/coaching support.
- Recommend, devise and adapt interventions that improve engagement, wellbeing and support culture change.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.
- On the Talent Development side, you would take the lead on co-creating and overseeing performance & development calibration, succession planning and career pathing, induction and leadership development framework.

#### **Expertise:**

- Qualified HR Professional with significant experience across the employee life-cycle.
- Experience as an HR or People Business Partner working with and pro-actively advising Senior Management Teams.
- Experience of advising and working across geographies and different legal jurisdictions internationally, particularly on recruitment & ER matters, would be a benefit.
- Track record of developing and delivering ambitious people plans and managing/delivering projects.
- Experience in the co-design/development of a Talent Development agenda, including the integrated development of digital modules for skills, leadership development, competences and onboarding.
- Qualified in the use of psychometric profiling that can be used in multi-cultural environments would be a benefit (e.g.: Hogan, 16PF).
- Track record of working successfully with diverse, multicultural and multilingual groups and experience of supporting teamworking in diverse environments.
- Creative problem-solver, who thinks ahead and pre-empts risks/issues.
- Understands the external dynamics, political/social/economic shifts and keeps up to date with functional/sectoral/legislative changes.

#### **Skills:**

- Influencing skills with demonstrable ability to both constructively challenge and support with resilience and emotional intelligence.
- Good judgment and decision-making distilling the key elements of a situation and context balancing the needs of the business and the needs of people.
- Demonstrable planning, organising skills with the ability to adapt and flex to changing circumstances and deliver at pace.
- Strong communication skills, verbal and written with experience of writing policies/procedures/contracts in a user-friendly way without technical jargon and in a tone of voice that supports the culture.
- You will need excellent English speaking/writing and Spanish. French would also be helpful in the role.
- Highest integrity and confidentiality, approachable and supportive.

**Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.



