



People Partner – East & South East Asia and Oceania/South Asia

April 2024



OXFORD HR
SEARCH FOR A BETTER WORLD

About IPPF

IPPF is a global non-government healthcare provider and a leading advocate of reproductive health and rights for all.

Founded in 1952, IPPF has evolved into a movement of 150 member associations and collaborative partners with a presence in over 146 countries, 25 of them in East and Southeast Asia and Oceania and 8 of them in South Asia Region.

Our work is wide ranging, including sex education, maternal care and responding to humanitarian crises. We pride ourselves on being local through our members and global through our network. At the heart of our mission is the provision of integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote.



The Role

Role:

People Partner – East & Southeast Asia and Oceania/South Asia

Division:

People Organisation & Culture

Grade:

F

Type of role:

Full-time, hybrid

Responsible to:

Director of People Organisation and Culture, dotted line to Regional Director, East & Southeast Asia and Oceania or South Asia

Location:

Kuala Lumpur, Malaysia or Delhi, India



Job Summary

This role will be the People Partner to two of our vibrant regional teams – East and Southeast Asia and Oceania/South Asia. Working closely with the Regional Directors and their senior leadership teams located in Kuala Lumpur, New Delhi and Suva in Fiji. There is also a Finance hub based in New Delhi which the role would also support. In total, an employee group of around 85.

As part of a wider HR professional community, the role will be part of our global People, Organisation and Culture team – working across our locations to collaborate on learning, talent management, leadership, performance, recruitment, organisation design and culture.

Responsibilities

Role Purpose

To develop and implement plans to support the work that IPPF does throughout the region. Focusing on creating an environment where people can thrive, do their best work, feel supported, respected and valued. Develop an organisational learning approach, where line managers are coaches and people's careers are actively managed.

Context

- As we transform the approach to People Organisation & Culture, we are looking for people who are agile and collaborative.
- Given the multi-cultural nature of our work and teams, emotional intelligence and awareness of different contexts is key

- Remaining curious and aware of evolving people practices to bring a proactive approach to attracting talent, people performance and development, workforce planning and enhancing the employee experience journey are important too.
- And we need someone who can develop new approaches and processes, bring people with them and collaborate in a truly global context.

Management Responsibility

- You will have a dotted line reporting of the Senior Officers for HR & Office Admin (one based in Kuala Lumpur, one in New Delhi and one in Fiji) who will provide support to the teams in their location and to you on the ground on HR admin and processes (contracts, recruitment etc.), HR Information systems, payroll and first line of HR enquiries.



Deliverables

- Develop and implement a regional people plan with the Director, People Organisation and Culture and two Regional Directors.
- Devise, modify and manage the employee lifecycle journey to ensure a consistent and positive employee experience.
- Plan recruitment to effectively attract diverse talent, pro-actively advising on the approach. Supporting selection directly, through training and coaching recruiting managers.
- Build and manage an effective approach to managing talent, that brings more consistency across regions, improves performance and increases engagement.
- Work closely with directors to manage resources effectively, build resilience and flexibility.
- Identify, mitigate, and manage people and employee relations risks.
- Manage the pay review cycle in region 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 the Secretariat framework.
- Advocate for the development of a learning organisation, where people are encouraged to proactively develop their careers.
- Build trusted relationships at all levels to deliver IPPF's People objectives while retaining line manager accountability through training and 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.
- Be part of a global people partner team, sharing knowledge, growing expertise and working collaboratively on global people interventions.

We are looking for each People Partner to take the lead on a global initiative so interest/skill/expertise in employee engagement, talent acquisition, employer value propositions or workforce planning would be a positive.



Candidate Profile

Expertise

- Qualified HR Professional with significant experience across the full 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 key people initiatives.
- Qualified in the use of psychometric profiling that can be used in multi-cultural environments would be a benefit.
- 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-empt risks/issues.
- Understands the external dynamics, political/social/economic shifts and keeps up to date with functional/sectoral/legislative changes.

Skills

- Highly collaborative, flexible and open-minded approach to finding the right solution to meet the needs of the people in your regions.
- 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. Other regional languages would be a benefit.
- 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.



How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-042024-IPPF or Pat-Jones-CoverLetter-042024-IPPF.

Timeline

Closing Date:

5th June 2024 (Applications will be reviewed on an on-going basis)

First Stage Interviews:

TBC

Final Interviews:

TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of IPPF's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at ippf-people-partner@oxfordhr.com in the first instance.



About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals.

Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





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