

# ASI

## Global Head of People and Talent

DECEMBER 2024



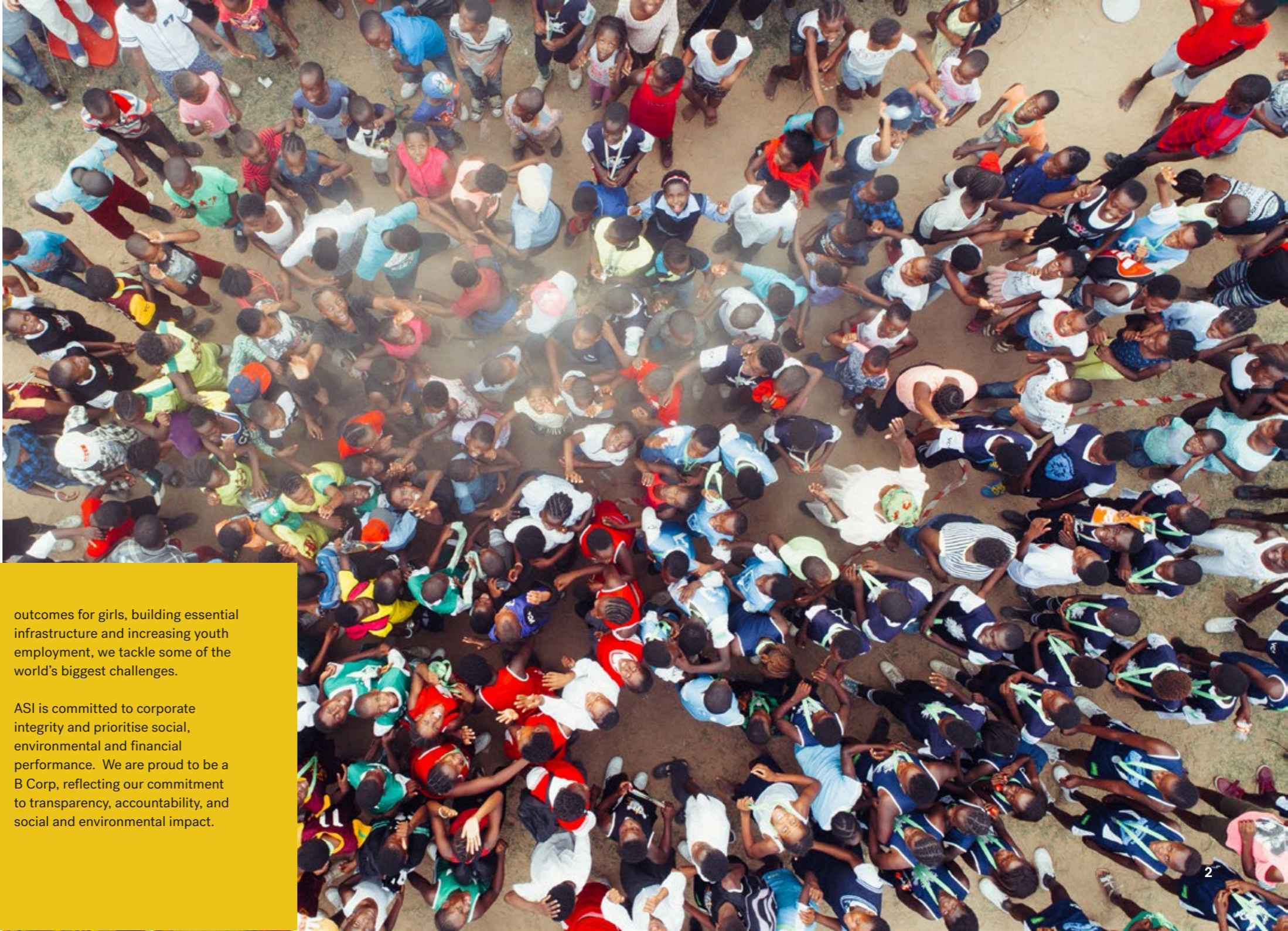
## About ASI

For nearly three decades, Adam Smith International (ASI) has been a global leader in partnering with governments, the private sector, and civil society organisations in nearly 100 countries.

Our mission is to transform lives by making economies stronger, societies more stable and governments more effective. From reducing the impact of climate change to improving educational

outcomes for girls, building essential infrastructure and increasing youth employment, we tackle some of the world's biggest challenges.

ASI is committed to corporate integrity and prioritise social, environmental and financial performance. We are proud to be a B Corp, reflecting our commitment to transparency, accountability, and social and environmental impact.





## Our Team

As a global organisation, our team consists of staff and technical experts located in multiple locations worldwide. We support our team through key hub locations in London, Sydney, Nairobi and Islamabad. This structure enables us to deliver high-quality work locally while maintaining a head office in London. We bring together our expertise in delivering projects in complex environments with and global network of specialist experts, supported by our enabling functions, to ensure success in our endeavours.

## The Role

- **Role:** Global Head of People and Talent
- **Location:** Central London (Hybrid working)
- **Salary:** Up to £90,000 p.a. full time depending on experience (we welcome flexible working applicants)
- **Benefits:** Pension, share scheme, Health insurance, 25 days annual leave, 4 half day well-being days, employee assistance scheme

### JOB SUMMARY

At ASI we are driven by purpose, and our people are passionate about what we do. As the Global Head of People and Talent, you will play a vital role in creating an environment where our motivated employees can thrive, excel in their work, and achieve their career aspirations.

You will lead an international team, responsible for supporting our corporate staff and aspects of our associate talent. Your focus will be on driving a culture of trust, engagement, and going the extra mile by ensuring a positive experience for our employees during key moments, including recruitment, on-boarding, learning, progression, and transitions. Building external relationships to attract new talent and staying updated with research and market trends will also be essential.



## Key Responsibilities

- **Strategy:** Lead the next phase of our company-wide People Strategy, collaborating with your team, the Senior Management Group and the wider organisation to establish global business priorities.
- **Operational Management:** Provide quality services across the full range of People and Talent functions, including recruitment, on-boarding and induction, offboarding, learning and development, performance management, reward and benefits, global mobility, staff support, employee relations, and data compliance.
- **Policy:** Review, refine and update HR policies to meet the company's needs, responding to changes in law and regulations and supporting the People Strategy. Communicate the HR policies effectively.
- **Compliance:** Ensuring compliant operations across our global network. Adhering to local employment laws and advising project teams on appropriate contracting mechanisms.
- **Budget management:** Manage the annual People and Talent budget, ensuring value for money through effective spending. This will include managing supplier contracts to ensure effectiveness and efficiency.
- **Change management:** Support the business through HR related changes, building relationships and developing coalitions of support, effective planning and exceptional communication.
- **Values, culture, diversity and inclusion:** Collaborate with the Executive Team, the Staff Council and the Diversity and Inclusion Champions to ensure our values are meaningful to all staff. Foster a respectful work environment where staff of all backgrounds, beliefs and identities can prosper.
- **People management:** Cultivate a culture of performance and people management through regular, quality feedback. Maximise team performance, support team members' learning and development and a flexible, collaborative, inclusive team culture.
- **Continual improvement:** Utilise data, including survey data, to understand our workforce and the performance of the People and Talent function. Drive continuous improvement across within the People and Talent Team and across the company.



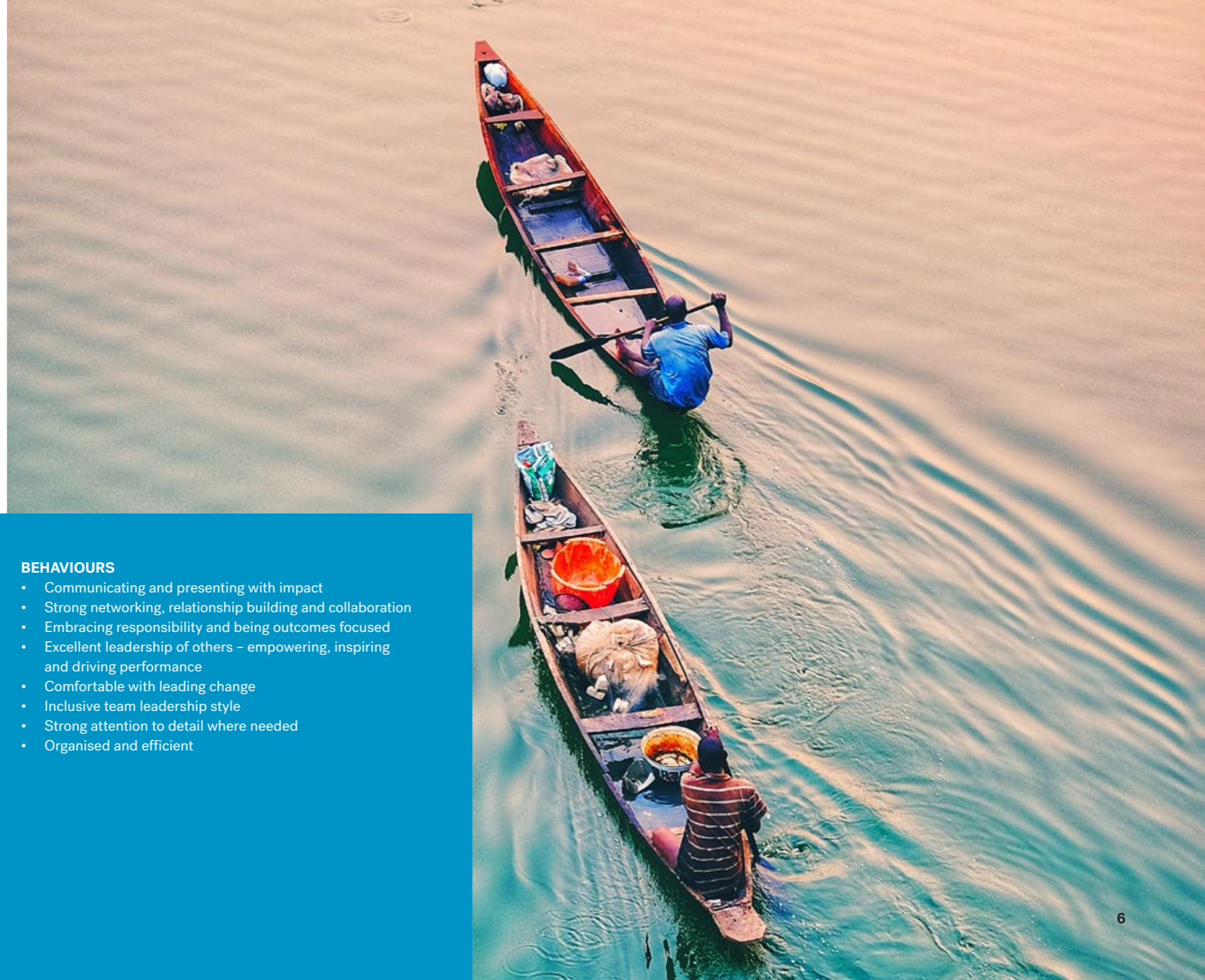
## Candidate Profile

### KEY CRITERIA

- Post graduate HR qualification, ideally CIPD level 7, Occupational Psychology or equivalent
- Inspiring and effective leadership of a hybrid team
- Understanding of professional services/consulting sector
- Knowledge and experience of how to deliver HR services across different geographies
- Experience of overseeing complex recruitments
- Experience of managing international employee relations
- Experience of developing a strong IDE (Inclusion, Diversity and Equity) offering
- Experience of supporting a diverse mix of workers (national staff, expatriates, contractors)
- In depth understanding of the principles of employment legislation and employment law
- Understanding of data compliance principles in the context of HR records

### BEHAVIOURS

- Communicating and presenting with impact
- Strong networking, relationship building and collaboration
- Embracing responsibility and being outcomes focused
- Excellent leadership of others – empowering, inspiring and driving performance
- Comfortable with leading change
- Inclusive team leadership style
- Strong attention to detail where needed
- Organised and efficient



## 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-122024-ASI or Pat-Jones-CoverLetter-122024-ASI.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government’s new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

### TIMELINE

Closing Date: **9th February 2025**  
First stage interviews: **Week of 17 February 2025**  
Final interviews: **Late February/early March 2025**

### 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

At ASI, we are proud to be an equal opportunities employer. We value diversity and believe that a diverse and inclusive workforce fosters creativity, innovation, and better outcomes for our clients and stakeholders. We actively promote diversity throughout our organisation and strive to create an inclusive work environment where everyone can contribute their unique perspectives and talents. We welcome applications from all qualified candidates regardless of their race, colour, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other characteristics protected by applicable laws. Join us in our commitment to equal opportunities and contribute to building a more inclusive and equitable world.

### 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 James Sawyer at [jsawyer@oxfordhr.com](mailto:jsawyer@oxfordhr.com) in the first instance.





## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: [oxfordhr.com](https://oxfordhr.com)





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