

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Human Resources Manager (Employee Relations & Organisational Change Management)** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Human Resources Manager (Employee Relations & Organisational Change Management)** will be responsible for overseeing and effectively managing all employee relations related matters and operations in SPC. She/he will provide support and guidance to all managers by streamlining ER processes, managing audit compliance reports, CRGA HR decisions, and delivering high quality, strategic and cost-effective solutions for all locations. The role will be responsible for effectively supporting HRD in coordinating the HR Advisory / Ops Team to ensure professional, comprehensive, business focused and timely Employee Relations and Organizational change advice and support is provided to Managers and Staff.

The key responsibilities of the role include the following:

Management, Compliance and accountability for the SPC ER & Organisational Change Management section

- Working with the business on organisational change management initiatives so that ER risk is minimized.
- Develop and deliver training programmes, in partnership with L&D to upskill managers unemployment legislation and the management of ER issues.
- Actively work collaboratively with manager and staff to fully understand their needs and identify the proactive ER solutions necessary in achieving continuous improvement for relevant business areas.
- Work in partnership with the SPC Legal Team/Governance, provide insight on our Manual of Staff and Policies.
- Providing ER support through business transformation/change.
- Develop and implement policies, programs and procedures related to Employee Relations.

ER Management

- Leads on the management of employee relations cases and investigations.
- Assess and advise on risk and proactively review ER trends, work in partnership with the HR Team and identify ER solutions that will continuously improve the management of ER challenges across the business.
- Provide expert ER advice to business leaders, managers, employees and HR Teams on highly complex ER issues.
- Manage complex and/or long term sickness cases.
- Engaging with SRC in both locations.
- Review and approve employee disciplinary actions.

Service Delivery

- Develop in consultation with the HR team, work plans for HR project initiatives and action plans to ensure successful delivery.
- Deliver ER and Organisational change management advices strategically, efficiently, and effectively.
- Manage all negotiation & related invoicing linked to the section activities,

HR Projects and deliverables

- Support actively HRD and contribute to the HR Department's strategic planning process.
- Support the Implementation of HR projects.
- Champion and foster organizational change.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Post-graduate degree in law or related area.
- Meets the professional requirements to practice law in one or more jurisdictions of an SPC member country.

Technical expertise

- At least 10-12 years' PQE in providing legal advice on employees relations, employment and labour law issues, including more than 5 years at international level.
- Has 3–5 years' experience and clear understanding of legal compliance in an employee relations context.
- Excellent verbal and written communication and negotiation skills.
- Excellent legal analytical skills.
- Ability to liaise with staff at all levels of the organization.

Language skills

- Excellent command of both English & French with excellent verbal and written communication and people skills for effective communication.

Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural and inclusive environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Human Resources Manager (Employee Relations & Organisational Change Management)** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,792-5,894 per month, which converts to approximately XPF 725,912-892,813 (USD 6,421-7,898; EUR 6,083-7,482). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 16th of April 2023 – 11:00 pm (Noumea time)

Job Reference: AI000513

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):

1. Please provide an overview of your Organizational Change management experience, with an example of how you have identified a particular issue and the steps you have taken to resolve the issue. How did you get buy-in for the solution you implemented.
2. Please outline your experience in Organizational change and Employee relations implementation, including Staff training and organisation wide adoption of such related procedures & policies?

3. Please tell us about one of the most complex Employee Relations challenges that you had to deal with. What was the outcome?