



Job description

Role: Senior Human Resources Officer

Reports to: Deputy Director-General

Direct Reports: None

Overview

The Senior Human Resources Officer plays a pivotal role in shaping, managing, and executing comprehensive human resources strategies within the Commonwealth Foundation. As a strategic partner to the leadership team, the Senior HR Officer supports both day to day HR operations and key areas in recruitment, employee relations, policy development, and performance management. This role is integral to driving the Foundation's commitment to investing in its people and cultivating a vibrant, inclusive organisational culture that is aligned to the recommendations emerging from internally established Systems Processes and Procedures Task Force. Reporting to the Deputy Director-General (DDG), the position plays an integral role in strengthening the strategic direction, and operational effectiveness of the organisation, at a time when the Commonwealth Foundation will be undertaking a 'Fit for Purpose Review', in line with the launch of its Strategy 2026 -2031.

Key Responsibilities

Recruitment and Onboarding: Take the lead in managing all aspects of recruitment and selection for the Foundation's UK-based positions and Graduate Internships. Oversee a transformative onboarding process designed to ensure a seamless and positive experience for new hires, while actively promoting the Foundation's core values of equality, diversity, and inclusion. Play a crucial role in attracting and facilitating the relocation of Director-level candidates for international roles, strategically aligning talent acquisition with organisational goals.

HR Policy Development & Compliance: Stay at the forefront of evolving employment law to advise on the strategic development and continual enhancement of HR policies and procedures. Collaborate with senior management to draft innovative policies that reflect current UK legal requirements and HR best practices, ensuring adherence to governance standards as an intergovernmental organisation.

HR Administration: Manage the complete staff lifecycle, incorporating leave management, benefits administration, and learning and development initiatives, while ensuring compliance with relevant legislative frameworks. Assess and oversee all aspects of employee benefits to ensure they are fit for purpose and aligned with the Foundation's ethical standards and financial objectives.

Systems and Processes: In line with the recommendations from the Systems, Processes and Procedures Task force, prioritise and take forward key HR recommendations in coordination with the Director-General (DG) & DDG. Ensure a comprehensive review and updating of key HR policies and procedures, evaluate and enhance HR policies and procedures where needed to maintain currency and legal compliance. Spearhead the implementation of HR software solutions that improve operational efficiency and work collaboratively across the organisation to ensure HR processes are strategically aligned and effectively deployed.

Advice and Support: Act as the primary contact for HR related inquiries, providing expert guidance to teams and programmes to facilitate smooth human resources operations within the Foundation. Manage staff learning and development plans effectively and oversee the Graduate Internship Programme, facilitating the integration of a number of interns annually across various organisational programmes.

Employee Relations: Handle employee relations issues with professionalism, promoting fair and transparent resolutions. Serve as the primary point of contact for grievances and disciplinary matters, utilising conflict resolution skills to address concerns and conducting thorough investigations when necessary, ensuring adherence to best practices and policy guidelines.

Payroll and Administrative Support: Work with the Finance Department to streamline monthly payroll processes, ensuring the timely and accurate provision of documentation. Maintain a strong understanding of pay and grading structures to effectively apply these within the organisation.

Performance Management: Provide proactive support and guidance to line managers throughout the performance management cycle, ensuring all employees possess the requisite skills for their roles through targeted learning and development initiatives.

Foundation-wide Engagement: Contribute meaningfully to Foundation-wide initiatives, participating in strategic reviews, work planning, and continuous improvement processes aimed at enhancing operational effectiveness and organisational impact.

Candidate Profile

Experience and Education: Demonstrated standalone experience in Human Resources within a dynamic and evolving professional environment is essential. A minimum of CIPD Level 5 qualifications (or equivalent) is required, with ideally more than two years of relevant experience.

Knowledge and Skills: A thorough grasp of UK employment law and HR best practices is vital. Exceptional organisational and time management skills will be necessary to maintain confidentiality and manage sensitive information effectively.

Interpersonal Abilities: Possess outstanding communication skills, both written and verbal, and demonstrate the ability to cultivate strong relationships across the organisation. A genuine commitment to fostering a welcoming and inclusive workplace culture is essential.

Technical Proficiency: Advanced proficiency in Microsoft Office and experience with HR software systems are mandatory. Candidates should be adept at utilising digital tools to improve organisational efficiency and maintain accurate data records. Familiarity with generating HR reports and analytics will be advantageous.

Other attributes: The ideal candidate will exhibit a strong work ethic, reliability, and independence, along with a flexible mindset that embraces new challenges and opportunities for learning. This position calls for a proactive individual deeply committed to the values of the Commonwealth Foundation, capable of working both independently and collaboratively to enhance and evolve the HR function.

This revised job description aims to attract top-tier talent with a strong emphasis on strategic alignment, cultural investment, and operational effectiveness within the Commonwealth Foundation.