

Global Head of People and Culture

UK based role

Brooke's work across Africa, Asia and Latin America transforms the lives of animals and people in the communities we serve. With a new 3 year people strategy launched in April 2022, positioning inclusive leadership at its heart, we require an experienced and collaborative senior HR professional ready to drive our people plans forward and create a thriving inclusive workplace for all. You will be an all rounder capable of dealing with a very wide range of HR responsibilities including taking the lead role on ongoing global safeguarding policy and procedure development and implementation. This role is the principal HR business partner to our overseas branches and affiliates so a background in INGO HR is desirable but not essential.

Reports to : CEO

Responsible for: UK HR team and adviser to HR teams worldwide

Location: Central London/Hybrid working 1 or 2 days in office. Occasional international travel required.

Hours: Full-time Monday to Friday over 35 hours

Salary: c£63,000

Contract type: Permanent

Closing date: Friday 1st July 2022



Who we are



About Brooke

In 1934, Dorothy Brooke set up a hospital for ex-warhorses in Cairo. Fast forward 88 years, and many dedicated personnel later, we are now the leading global welfare charity for working equines throughout Asia, Africa and Latin America.

Our vision is of a world in which working horses, donkeys and mules are free from suffering and have a life worth living.

Our mission is to achieve immediate and lasting change to the lives of working horses, donkeys and mules and the communities that depend on them.

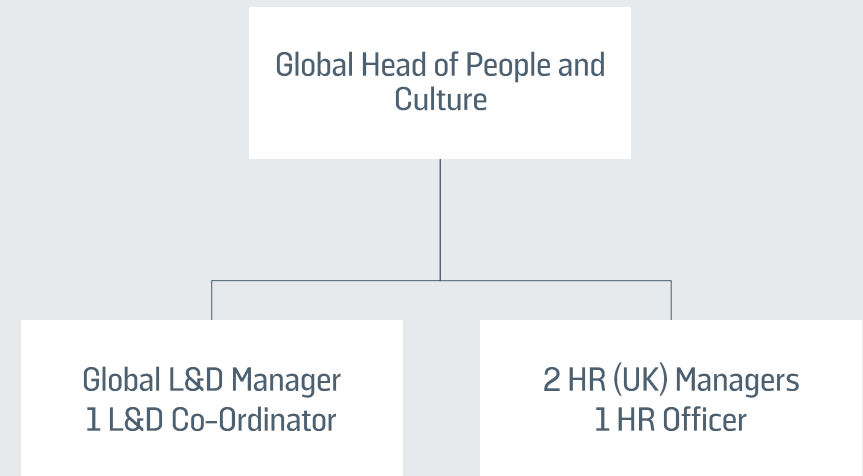
Being part of Brooke's team

Working at Brooke means joining a highly skilled, knowledgeable and dedicated team, together pursuing the goal of global compassion and healthcare for working horses, donkeys and mules.

Around 600 million people rely on these animals to put food on their tables, send their children to school and build better futures for themselves and their families. But people's poverty impacts on the care their animals receive.

We work with animal owners, animal health systems, communities, service providers, governments and international organisations to make long-lasting improvements to the lives of animals and their owners.

Department structure and position of the role



Our values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed.

**Together we make
change happen**

Requirements



Key Responsibilities and Duties

UK Human Resources

- Lead on the ongoing development and implementation of the 3 year Brooke People Strategy launched in April 2022. Lead on devising annual operational plans alongside HR team and Directorate stakeholders, reporting on both MEAL framework and Balanced Scorecard indicators.
- Develop hybrid working policy and ways of working alongside the Heads of Department working group, SLT and staff.
- Accountable for successful UK Employee Relations – Lead on all UK restructures and be a key ER advisor to HR Managers to ensure any proposed changes are both legally compliant and reflect as far as possible Brooke values and ethos.
- Coach and advise SLT collectively and individually where appropriate on all HR and OD matters. Manage and support recruitment of UK Director roles and HOD roles where required. For time limited period act as HR Business Partner for IS team.
- Coordinate the Staff Consultative Group to encourage staff engagement and facilitate greater staff input to organisation decision making.
- Take strategic lead to work with SLT and GLT (Global Leadership Team) to create a culture of inclusive leadership to champion diversity, equity and inclusion across Global Brooke.
- Support the Chief Executive in the annual pay review, setting UK reward policy and advising on salary, pension and benefits. Reporting annually to Remuneration Committee. Lead on UK salary benchmarking.
- Lead, develop and motivate the HR and L&D team members.
- Manage the HR annual expenditure budget and reforecasting process. Monthly headcount reporting and quarterly to Board.
- Manage staff insurance policies, including travel insurance, income protection insurance and other benefit administration.
- Lead the global staff survey process every three years and oversee action plans.

Security Review Group /Crisis Management Group

- Senior member of Security Review Group. Quarterly attendance to ensure appropriate risk management procedures (including medical clearance) for international travel.
- Lead a crisis if necessary and have specific family liaison officer role within Crisis Management Team.

International Human Resources including

- **Global Safeguarding**
 - Lead HR role alongside HR Manager in the development of global policy and associated procedures .
 - Working alongside Global L&D Manager to develop and run safeguarding training or outsource to external providers.
 - Accountable to the Governance Committee on quarterly basis.
- **HR Minimum Standards**
 - Manage best practice Human Resources process for branches and affiliates through implementation and occasional in-country audits of Brooke International HR Minimum Standards.
- **International Reward**
 - Carry out annual external benchmarking for 6 countries in local currencies – Nicaragua, Senegal, Kenya, Ethiopia, India and Pakistan.
 - International salary advice to International Programmes Director, Finance team and Country Directors.

Person specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

	Criteria	Essential;	Desirable
1	CIPD qualified (Fellow preferred)	✓	
2	Significant experience of providing Organisational Development and HR advice to managers across all levels of an organisation	✓	
3	Up to date knowledge of UK Employment legislation.	✓	
4	Significant experience of HR strategic and operational planning including complex restructures	✓	
5	Very experienced and effective people manager, analytical and problem solver	✓	
6	Knowledge and understanding of learning & development practice at strategic and operational level	✓	
7	HR background in INGO		✓
8	Experience of working overseas		✓
9	Managing staff engagement programmes	✓	
10	Experience of developing and implementing competency frameworks	✓	

	Description	Essential	Desirable
11	A culturally sensitive, effective communicator and influencer across a wide spectrum of people	✓	
12	Motivated, self-starter and very resilient	✓	
13	Team player at all levels	✓	
14	Adaptable, innovative – can embrace change	✓	
15	Willingness to travel overseas		✓
16	Very competent across MS Office, HR Systems, elearning design, social media	✓	
16	Well organised and accurate with strong attention to detail.	✓	

Further information

Managing self and others

Brooke aspires to be a thriving organisation where we strive both personally and professionally for both ourselves and those around us. Managing Self and Others is one of the frameworks we use to ensure we create a great place to work where we can all succeed

Self Awareness	Social Awareness
<ul style="list-style-type: none">■ Self-assessment■ Emotional self-reflection■ Self confidence	<ul style="list-style-type: none">■ Empathy■ Organisational awareness – being aware what is going on■ Helping others
Self Management	Relationship Management
<ul style="list-style-type: none">■ Self control■ Taking initiative■ Adapt and change■ Success oriented	<ul style="list-style-type: none">■ Team work and collaboration■ Inspiring others■ Building bonds with others■ Developing others



Additional information



Employee benefits:

For information about the competitive employee benefits available to you as one of our team, visit:

www.thebrooke.org/about-brooke/jobs/employee-benefits

How to Apply

If you wish to apply for this great role please send a cv and covering letter of interest to recruit@thebrooke.org

Closing Date Friday 1st July 2022

