

Job/Role Title	HR Assistant
Division	People Organisation & Culture
Grade	C
Location	London
Responsible to	HR Operations Manager

Role Purpose:

To effectively deliver operational support to the HR and People function.

Context of Role:

As we transform the approach to People Organisation & Culture, we are building global systems, processes and platforms that are vertically integrated. This role will support the effective operation of these new systems by working closely with HR focal points (Office & HR Admin Officers) in regions and providing HR admin assistance for the London/Affiliate offices.

Deliverables:

Global:

- Data and information quality for HRIS, ATS and any interconnected HR system, including reconciliation with Regional HR focal points.
- Updating of global salary scales.
- Provision of data for reporting purposes.
- Maintain various employment tool-kits, resources, benefits and processes.
- Deliver and sustain a People SharePoint site (building on the new Employee Site).
- Train HR focal points in regions on HR systems and processes.
- Anticipate issues relating to process implementation and provide timely resolutions.
- Administration support on governance matters and requirements of Board of Trustees relating to people and HR.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

London & Affiliates:

- Payrolls for London and affiliate offices.
- Onboarding and off-boarding of employees and consultants.
- First-line responder to HR queries & requests (internal/external).
- Manage Purchase Order process for HR.
- Support HR processes (Recruitment, performance) and anticipate issues for resolution.

Expertise:

- Level 3 CIPD or equivalent experience.
- Proven information management skills.
- Prior experience in HRIS is essential and ATS desirable.
- Strong organisational and time management skills are required to multitask, and meet tight deadlines.
- Experience in or ability to maintain an employee micro-site would be an asset.

Skills:

- Ability to interact with, train and present to diverse, multicultural and multilingual groups.
- Communication skills with the ability to translate technical jargon for non-technical people.

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.

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