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|  | Role Profile |

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| Job Title andReference Number | Director HR Pakistan NAT/B/43/1516 |
| Directorate or Region | South Asia | Department | HR |
| Location of post | Pakistan | Pay Band | PB 8/ E |
| Reports to | Director Pakistan  | Contract type | Indefinite |
| **PURPOSE OF JOB*** Provide professional leadership and advice on all HR matters for Pakistan
* Lead and be accountable for the performance of the national HR team across Pakistan
* Ensure that all HR strategies, policies and operations are aligned with BC corporate policy, local legal requirement, market practice and that they support the operationally delivery of all Strategic Business Units (SBUs) and support teams
* This position will be a part of the country senior management team in Pakistan

**THE ORGANISATION**The British Council is the world’s leading cultural relations organisation and creates opportunities for people in the UK and worldwide to understand each other, to work together and learn from one another. We see this as crucial to building secure, more prosperous and sustainable futures for us all. We build trust and understanding between different countries and cultures and develop strong international links that are of benefit to people in Britain and the rest of the world. We call this work – cultural relations.**CONTEXT AND ENVIRONMENT**We have been in Pakistan for over sixty years, and during that time we have developed deep and lasting relationships with individuals and organisations. We are re-opening Libraries as convening spaces, content hubs and information services that support our wider strategy in Pakistan. Our Libraries in Pakistan have been closed for 15 years and so we are re-designing the space and approach to Library services and this will also include recruiting and developing a new team of people as well as a culture change for the organisation. In Pakistan we operate at scale supporting 500,000 exams a year, working with over 150,000 teachers and all Higher Education Institutions. We have ambitious plans for Arts, further work in English – especially in Sindh and KPK building on our success in the Punjab. We aim to do this through delivery of services using a range of channels including more digital avenues. This will have implications on our staffing models and the skill set of our staff.Exams is the key income generating business for the British Council in South Asia and in Pakistan, and currently accounts for 50% of staff and 70% of total income. Over the next few years we will need to continue to grow this business, but as we face more competition and extra financial pressures arising from regularising our tax and status we will need to be responsive to the markets in order to make our operations more efficient and relevant. Against this backdrop of significant opportunities, a desire to scale up and generate considerably more income is the fact that we operate in a high risk country geopolitically, economically and with regards to security. This has an impact on staff recruitment and retention and employee well-being.**Global HR team context:**The global HR team is undergoing a significant restructure to position it more effectively to support the rapidly changing needs of the British Council. The key changes will be around delivering a more efficient and effective HR service in the region and in countries that supports business strategies. To this effect, this role will work closely with the regional HR structure to support this organisational transformation.***Accountabilities, responsibilities and main duties:*** * As a member of the Pakistan Senior Leadership Team, contribute to the development of the HR strategy for the country, sharing expertise and learning and ensuring an integrated approach to delivering high quality HR advice and services across the country. Provide relevant and accurate management information on HR matters to the management team and Strategic Business Units (SBU) leads as and when needed.
* Provide HR business partnering support and advice to the leadership team on all people matters ensuring high quality advice and service is delivered at all times.
* Lead and be accountable for management of the national HR operations ensuring that an efficient and effective service is delivered across the country. This includes management of the national HR budget.
* Develop HR policies, guidelines and systems which meet British Council Pakistan's overall strategy and operational needs, to conduct research that helps develop those policies, and to ensure that all staff know about them.
* Support and when needed, manage and handle casework related to HR and disciplinary matters including handling complex and often sensitive personnel matters
* Maintain a high level of professional knowledge and awareness. Remain up to date with BC corporate HR and local market HR policies and initiatives as well as local employment laws.
* Monitor and evaluate HR risks on an on-going basis and ensure that they are duly recorded and mitigated
* Work with the wider regional HR team and Regional HR Business partner in order to ensure consistency and compliance to regional HR standards as well as to ensure that strategic support is provided at a regional level as and when needed.
* Lead the roll out of global or regional HR projects or initiatives working closely with the centres of expertise as and when needed

***Relationships (key stakeholders)**** Pakistan Senior Leadership Team (SLT)
* SBU leads, Area Directors and leads of all thematic teams
* Regional HR Team, South Asia
* External partner organisations and service providers
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**Person Specification**

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| **Threshold requirements:** | **Assessment Stage** |
| **Nationality requirements** | Must have right to work in Pakistan | **Security clearance required** | Required to undertake National security vetting check and local police checks. | Shortlisting & Interview |
| **Language(s)** | Fluent in English and Urdu | Shortlisting & Interview |
| **Qualifications** | Minimum of 16 years of education (qualified to degree level), or equivalent by experience. Professional HR qualification preferred. | Shortlisting & Interview |
| **Knowledge & experience** |  |
| ***Minimum / essential*** | ***Desirable*** |  |
| * Experience of HR Business partnering for a commercial business
* Track record of building effective relationships with business leadership teams and managing a range of complex internal and external stakeholders in the delivery of high quality and effective professional HR services.
* Able to demonstrate experience of leading the successful implementation of HR change projects across a national landscape.
* Strong HR generalist experience well versed in all areas of HR from talent, resourcing and performance to reward.
 | * Experience of delivering strategic workforce planning for an organisation.
* Experience of working in a matrix management structure.
 | Shortlisting & Interview |

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| **BC Skills & Behaviours:** | **Assessment Stage** |
| **Skills**  | **Planning & organising***Develops annual plans –* Able to develop and review the implementation of annual plans for a work group or function, taking account of business and customer requirements and reconciling competing demands.**Analysing data and problems***Analyses patterns –* Able to seek out and examine a range of information to identify patterns, trends and options, to solve multifaceted problems.**Managing risk***Develops the culture –*Track record of analyzing potential risks, promoting risk awareness and holding others to account for their practices. | Shortlisting & Interview |
| **Behaviours**  | **Creating Shared Purpose (MOST DEMANDING)**: ***creating clarity internally and externally about strategy and direction and inspiring others to play their part in it.*** **Connecting with Others (MORE DEMANDING)**: ***showing a drive to understand and build connections with people beyond immediate need or task****.* **Shaping the Future (MOST DEMANDING)**: ***Achieving stretching results for the organisation.*** **Working Together (MOST DEMANDING)**: ***working with others to achieve shared benefits/common goals.*** | Interview |

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| Submitted by | Director Pakistan | Date | June 2015 |