

Role Profile: People & Culture Business Partner

Role updated: 25/02/25

Department	Division	Location	Salary Band
Organisational Effectiveness	People and Culture	Local/Specific	C (High)
Reports to	Matrix Manager	No. of direct reports	Value-based behaviour
Head of People & Culture		0	Individual Contributor

Purpose

Providing strategic and operational HR support to Multi-Country Clusters MCCs on high impact initiatives building relationships based on trust and openness and drive meaningful change.

This role ensures organisational alignment between HR practices and MCC priorities, fostering collaboration between central HR functions and MCC operations delivering tailored solutions that align with organisational values and goals.

Main Areas of Responsibility & Accountability

- Collaborate with the Head of People & Culture in embedding a culture of continuous learning within the MCCs, ensuring staff promoting the exchange of ideas and knowledge to meet organisational values and goals.
- Proactively identify opportunities with MCC leadership in resourcing the right capabilities, and talent to achieve organisational goals.
- Think critically in relation to HR policies implementation ensuring these align with Christian Aid's ethical obligations and are compliant in the operational context.
- Drive impactful decisions through advice and Support MCC Leadership on employee relation case management and ensure processes are fair and compliant to context
- Promote the exchange of ideas and knowledge in the people planning, people management, ensuring fair, consistent practices that promote an inclusive, well-being-focused environment.
- Strive to maximise impact through the use of organisational and sector data to support leadership in driving performance management, people planning and development and ensuring CA global HR practice is embedded within the local context.
- Maintain consistent and coherent CA DEI initiatives within the local context, ensuring Christian Aid remains an equitable and inclusive employer of choice
- Understand perspectives to MCC leaders on all people-related matters to deliver high quality work.
- Engage with local networks, ensuring Christian Aid is at the forefront of progressive HR practices fostering a team mindset in the humanitarian sector.

Key Decisions

- Decisions within existing practices and externally recognised legislation, which impact MCC the role works within.
- Decisions relating to recruitment, employee relations and project life cycles striving to maximise impact through consistent and coherent advice and guidance.
- Budgetary authority (if applicable): n/a

Problem Solving

- Varied problems within process and procedure, escalating complex or unusual issues to senior colleagues for guidance fostering cross function consensus
- Problems are varied and relate to the maintenance of people standards and service provision with MCCs.

Key Interfaces

Role gives advice and guidance to drive meaningful change and empowering collaboration.

- **Internal:** MCC, People & Culture Team
- **External:** Partner & Suppliers

Knowledge, Skills and Experience

Essential:

- A recognised professional management qualification or graduate status in HR Management or equivalent significant experience.
- Significant experience in HR business partnering or a similar role within a complex, multi country organisation.
- Detailed knowledge of employment law and HR best practices across multiple jurisdictions.
- Highly developed interpersonal and communication skills for managing diverse stakeholder relationships.
- Significant experience with data analysis concepts and tools, with the ability to interpret intersecting HR data to support decision-making.
- Demonstrable experience in using Human Capital Management (HCM) systems and e-recruitment platforms to streamline HR processes and enhance operational efficiency.
- Developed analytical skill to make judgements in line with organisational values and goals.
- Proven ability to adapt global policies to local contexts while maintaining compliance.
- Experience in matrix management environments.

Desirable:

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Travel

In Country: Up to 75 days

Global: No travel