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| Title: | HR&OD Manager (People & Culture) |
| Functional Area: | Human Recourse |
| Reports to: | Director – HR&OD |
| Location: | Dhaka | Travel required: | 30% field travel required |
| Effective Date: | January 2024 | Grade: | D2 |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

 *‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’* is Plan International Bangladesh’s *Vision for 2030*. We have started new country strategy in July 2020 aiming to achieve this exciting and ambitious vision.

This would require the organization to have an effective, efficient and committed workforce willing to challenge the prevailing status-quo, engaging men, women, boys, youth people, specially girls and bringing best out of all to create synergy for movement at all levels – from community to national, and beyond.

Plan International Bangladesh in view to support its *Vision for 2030* has been familiarizing implementation of a dedicated decentralized People & Culture team to support its staff thus organization to excel in their capacity, motivate and retain talent them with right career support.

The purpose of this role is to contribute in building individual, organizational capability and knowledge to meet evolving operational and strategic requirements. To drive the appropriate culture, behaviours, skills, and performance by leveraging technology and creating a learning culture to embed capability development.

Plan is adapting Business Partnering model to bring effectiveness and efficiency in people management. HR&OD Manager (People & Culture) will give particular focus on the country’s learning infrastructure, supporting consultancy service to business teams on learning and development objectives as well as in coaching and mentoring to create a culture of that embrace Plan’s value-based leadership (underpinned by feminist leadership principles). This role plays a critical role in identifying the skill needs and support the functional teams in making learning plans to fill up the gaps.

HR&OD Manager (People & Culture) will ensure that the HRBPs are well braced with clear purpose, guidelines and capacity development support to present right solutions to its stakeholders. This position will be responsible for organizational development initiatives to be managed.

Dimensions of the Role

* This role is responsible to manage L&D budget and lead all L&D and cultural interventions
* This role has to provide an outcome focused learning and development plans, learning needs analysis, design solutions, delivery and evaluating learning impact for key stakeholders and receivers of the change.
* Ensuring learning design and delivery provides a blend of learning approaches, including face-to-face, digital, social collaborative and coaching, as well as the application of motivational and behavioural science.
* Creating the culture and environment for individuals to learn and grow.
* Procurement negotiations in relation to sourcing external consultants to provide a range of learning and development services, including contract management.
* HR&OD Manager (People & Culture) has the responsibility to ensure clear and effective internal communications with all staff members on organisational policies and processes.
* Coordinating and ensuring compliance of Plan’s Performance Appraisal processes with effective dialogue between employees and line managers with be an important area of focus.
* Maintaining internal communications which includes country offices and Regional HR&OD team for scheduled reporting and share the required information to the respective HRBP.
* HR&OD Manager (People & Culture) role is also instrumental in ensuring effective succession planning of roles in Plan through active knowledge enhancement / upskilling and sharing practices, Delegation of authority, On the Job Training (OJT) etc
* The position holder does not have direct report. However, during any interim period or any special cases, HR Business Partners may report to this position.

Accountabilities

**Develop Learning & Development plans**

* Consult and partner with key stakeholders (functional leads/directors) to build insight into existing level of capability against future requirements to identify gaps and risks to the organisation
* Work with key stakeholders to develop learning & development plans to close key gaps in their areas, taking into consideration appropriate delivery channels (for instance 70/20/10 principles)
* Ensure key stakeholders are clear on their roles in the development and implementation of learning and development plans

**Design, deliver, communicate, and evaluate learning to meet strategic and operational priorities for key stakeholders**

* Collaborate internally and externally to lead the design of major programmes/interventions.
* Lead the detailed design and management of a section of the learning and development infrastructure.
* Ensure innovative technological solutions are used to creatively facilitate learning and knowledge transfer across networks and improve capability.
* Provide a diverse learning approach to meet group and individual requirements across the organisation
* Continually seek improvement in the organisation’s learning and offering to maximise impact and meet evolving requirements.
* Generate enthusiasm and commitment to L&D frameworks and practices which enable establishment of a learning culture.
* Facilitate internal learning events and workshops, delivering content as appropriate.
* Support and coach technical experts and managers to build technical and leadership competence.
* Manage third party learning and development suppliers against agreed standards, contracts, or service-level agreements.

**Valued contribution to organization through partnering**

* Understand and Interpret organization’s strategy and P&C’s Strategic Plan and priorities to develop and implement P&C strategic and operational plans to enhance the Country Office’s performance through our people.
* Partner with the Country Management Team (CMT) to nurture an agile organisational culture in the CO, underpinned by our values and feminist principles.
* Build CO P&C capacity and capability to deliver CO strategic and operational plans, through competency assessments, learning and development, performance and talent management, workforce planning, etc.
* Facilitate and manage effective and timely performance appraisal processes, probationary appraisal and ensure managers and staff members have required competencies towards setting a culture of performance within organization.

**People management**

* Manage the recruitment and selection process as necessary to hand hold HRBP’s and to provide upward support as needed.
* Conducts periodic staff awareness sessions on HR policies and practises.
* Enables staff to enhance performance through coaching, mentoring and training interventions.
* Nurture a positive working environment, through trainings and other organizational initiatives based on feminist leadership principles, that ensures a culture embodying Plan Values & Behaviours within the organization.
* HR support in responding to any Emergency to any part of the country program, the HR&OD Manager (People & Culture) ensures right support is extended for any ongoing emergencies in country.
* International staff coordination and support, assists international employees with expatriate assignments and related HR matters.
* Reports to the HR Director with right analysis on HR issues and provides decision support through HR metrics.
* Resolving staff related conflicts through positive and professional mediation.
* Maintaining and reporting on workplace health and safety compliance.

Key relationships

**Internal contacts:**

- Communicate with all departments of operations and programmes to conduct day to day HR business

- Work closely with Finance team for final payment to separated employees

- Other HR staff in the region

**External Contacts:**

- HR departments of other development organizations for exchanging and sharing of organizational views and information required for organisation mostly related to market survey and benefits packages.

- Local vendors for trouble shooting of HRIS and other locally purchase software i.e. e-recruitment etc.

Technical expertise, skills and knowledge

**Essential**

* Masters/Bachelor (hons) degree in Human Resource/ Management/Psychology/Behavioural Science/Business Administration
* Minimum 7 years’ experience in human resource management including minimum 3 years’ experience in Learning & Development in reputed organisation
* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Excellent organizational skills and attention to detail.
* Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
* Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
* Excellent time management skills with a proven ability to meet deadlines.

**Desirable**

* Working experience in development organization
* Strong analytical and problem-solving skills
* Proficient with Microsoft Office Suite or related software

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Based at the BCO with at least 30% travel to different offices of Plan and projects areas

Level of contact with children

Low contact: No contact or very low frequency of interaction *√*