

Asia Pacific People & Culture (HR) Business Partner

Location: [Asia & Pacific] [Singapore]

Town/City: Singapore

Category: Human Resources

Job Type: Fixed term, Full-time

***Preferred position location: Singapore. Other locations to be determined by home country of successful candidate in the East and South Asia Pacific Region where WVI is registered to operate.**

***Please submit your CV in English.**

PURPOSE OF POSITION:

The Asia Pacific Regional P&C (HR) Business Partner position is responsible for aligning business objectives with employees and management in designated Field Offices and Asia Pacific Regional Offices (Bangkok & Singapore). The position formulates partnerships across the People & Culture (P&C) function to deliver value-added service to management and employees that reflects Asia Pacific Regional Office & Field Offices objectives of the organization. The P&C BP maintains an effective level of business literacy about the National Office (NO) financial position, its midrange plans, its culture and its competition.

KEY RESPONSIBILITIES:

Leadership:

- Advise and support P&C Regional Director in his/her leadership and engagement on matters related to organizational transformation and/or Strategy Alignment.
- Support the Regional and National Offices in creating a culture of change and transformational leadership.
- To advise by understanding the risk and opportunities around the different or multiple funding models for each NO of the business National Office functions and priorities.
- Advise and support NO's on employee experience transformations and initiatives.

- Assist P&C Director in linking the NO strategy with Talent strategy.
- Lead behavioral change communication in Asia Pacific Regional Office.

Strategy:

- Contribute to the development of regional P&C strategy, priorities and annual plan in support of and in alignment with Global P&C strategies and priorities
- Collaborate with other regional functions to ensure that P&C priorities and standards are adequately and appropriately integrated within relevant regional secondary strategies and priorities in alignment with the regional strategy.
- Support the National Offices in developing effective P&C strategies and plans appropriate to their context in alignment with the regional and global P&C strategies and priorities.
- Contribute to organization wide communication and change management processes to support implementation of regional P&C strategy as part of broader regional strategy communication and change management plan.
- Advice and facilitate P&C's technology and digital transformation in the new work environment.
- To co develop strategies for people development, succession planning, and talent management for key managerial positions and critical technical positions with Talent & Learning Advisor.

Technical Support:

- Provide technical leadership, support and guidance to National Offices in the area of P&C ensuring compliance to the systems, standards, policies and guidelines.
- Provide technical assistance in organization analysis, planning, design & capacity building, reward management, performance management, employee engagement, training and policy review.
- Contribute to the development of global policies, guidelines and standards relating to P&C and assist in contextualizing and mainstreaming it within the region.
- Collaborate closely with regional P&C team to ensure optimal integration of P&C strategy, plan and implementation at the NO level.
- Promote coaching and mentoring relationships between P&C personnel based in national offices.
- Provide technical leadership on Diversity & Inclusion engagements and initiatives.

- Provide technical leadership in workforce development and talent mobility based on the diverse funding model (sponsorship, refugee & grants).
- Lead Asia Pacific P&C related IPH cases and as when needed to be part of GIU investigated.
- To train a pool of investigators for Asia Pacific Region.
- Assist NO P&C in conducting locally related investigations.
- Lead Asia Pacific Regional Office Townhall sessions by working with Leadership team.

Operational Support:

- Support Regional and Partnership P&C initiatives.
- Support and advise the National office ensuring integration and successful implementation of P&C standards, policies, procedures and systems.
- Provide interim P&C support during National Office transition.
- Collaborate with the P&C team in guiding and monitoring the implementation of regional P&C initiatives in National Offices.
- Facilitate consultative meetings and group processes during negotiation and conflict when necessary.
- Contribute to the on-going review, learning and revision of WVI P&C policies and procedures.
- Advising how organizations work and best practices for organizational reengineering.
- Driving the culture and ensuring everything NO's does aligns with its culture.

Quality Assurance:

- Ensure alignment of National Office P&C practices, policies and procedures to WVI P&C Philosophy, practices, procedures and policies.
- Advise and support compliance of local Labor and Tax laws and practices ensuring that NO meet minimum Labor Law and Taxation law standards.
- Awareness and promotion of key WVI P & C policies on child abuse, conflict of interest, sexual harassment etc.

- Collaborate with NO P&C in ensuring compliance to Internal Control P&C audit standards.
- Analyzes trends and metrics in partnership with NO P&C teams in order to develop and enhance solutions, processes, and programs that address current problems and also to avoid future ones.
- Assisting in the measuring, validating, and testing of the effectiveness of metrics that are applied by GC/RO/NO to assess and drive productivity optimization.

Knowledge Management:

- Support continuous learning through documentation of successful P&C models and practices in Asia Pacific region.
- Facilitate mutual learning between National Offices within the Asia Pacific Area and between regions by disseminating best practices in P&C.
- Harness the expertise and experiences in P&C new initiatives within Asia Pacific.
- Contribute to establishment and use of regional data bases and e-resources including regional good practices relating to P&C as part of wider knowledge management strategy.
- Participate and actively contribute as a member of P&C Community of practice (CoP).
- Facilitate the documentation of best practices and contribute to the community of practice and center of excellence.

Capacity Building:

- Contribute to the assessment, development and implementation of an integrated regional capacity building plan based on P&C priorities and strategy.
- Plan, conduct and follow up regional workshops/training on P&C, OD, Change Management and related topics as needed.
- Coach program personnel in National Offices when appropriate.
- Develop a regional pool of P&C resource personnel who can assist the national offices and programs involved P&C OD processes.
- Share / facilitate access to P&C training resources and support training opportunities for national offices. These may include developing or conducting training, engagement of trainers, establishing institutional links, identifying opportunities for staff exchange or mentoring.

- Advise National Offices on P&C core competencies and capacity requirement at national level.
- To build career coaching competencies within NO P&C communities.
- To establish a pool of SME for Asia Pacific Region based on the evolving transformational needs for NO.
- To establish a self-managed P&C in Disaster structure.

Internal & External Coordination:

- Establish networks and alliances with external partners (P&C consulting firms, educational institutions, professional associations, International Organizations, NGOs, etc) for the purpose of branding and enhancing P&C practices in Asia Pacific.
- Act as a strategic link and focal point for regional P&C issues connecting National Offices and Global Center for mutual support.
- Participate and actively contribute in the partnership forums, working Groups and networks related to P&C as deemed necessary by regional leadership.
- Collaborate with support services, regional lines of ministry, sectors and themes and other functions to ensure complementarities and effective integration within wider ministry of World Vision in the region.

General:

- Lead and support Christian activities that enrich and develop mutual growth in Christ.
- Perform any other tasks assigned by the P&C Regional Director.

KNOWLEDGE, SKILLS & ABILITIES:

- Master degree in Human Resource Management, Psychology, Org. Leadership or Org. Development or any relevant field.
- Certified investigator.

- Demonstrated ability to report, present and communicate results, written and verbal in modern standard English.

Preferred:

- P&C Professional certification.
- A thorough understanding of all areas in Human resource Management and integration of each of this function.
- Understand WV governance structure.
- Knowledge of WVI Partnership P&C minimum standards and practices.
- Excellent oral and written English communication skills.
- Strong strategic thinking, organisational, facilitation, consultancy, change management and leadership skills.
- Demonstrated collaboration & team building skills.
- Competent in the use of Microsoft Office computer programs including Word, Excel and PowerPoint.
- Coaching certification.
- Change Management.

Work Environment/Travel:

- The position requires ability and willingness to travel domestically and internationally up to 25% of the time.