

# Job Position : P&C Business Partner Global Fund

## PURPOSE OF POSITION

The P&C Business Partner has a key role in enabling and promoting effective people recruitment and management practices in support of WVFT's Mission and aligned with its Core Values. People are WVFT's greatest asset, and so ensuring the right people are recruited, retained and developed is critical to organisational success.

This P&C Business Partner role will be part of a Grants Management team, reporting directly to the Chief of Party, with a matrix relationship to the People & Culture Operations Manager. This role will provide consultancy, guidance and implementation support in all aspects of P&C activity across the full employee lifecycle. In particular, this role will help drive and coordinate workforce planning and recruitment of all relevant positions. As the P&C representative embedded in this management group, the Business Partner will also act as a liaison point with the P&C Team and facilitate technical support from P&C colleagues as required

## MAJOR RESPONSIBILITIES

### Business Partnering 30%

- Be a thought-partner and trusted advisor for leaders/managers to address and improve people-related priorities and practices in a customer group (including organizational structure change, work force planning)
- Equip and support managers in the customer group to fulfill their role as 'people managers' through guidance, counsel, coaching, training and key data. This includes the areas of onboarding, managing staff performance and accountability, developing staff, supporting staff wellbeing and spiritual nurture, growing staff engagement, dealing with conflict and other general P&C related issues/activities.
- Communicate with staff and managers in customer group work regarding policy and protocol/process changes in P&C
- Provide stress management/peer support when specific needs arise, and facilitate activities to support staff engagement as needed
- Contribute to staff investigations as required

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## **Practical and administrative coordination and support and data 30%**

- Coordinate, communicate and support administrative processes in relation to staff benefits, contracts (eg contract renewals), modifications, payroll issues, merit increase, Christmas Gift, anniversaries, separations (including exit interviews) in the customer area
- Oversee visas, work permits and compliance for foreign workforce (including migrant and expatriate professional staff)
- Guide and monitor use of Workday by managers/staff in the customer area to help ensure its correct and timely use (eg leave, LDR, personal information)
- Key P&C related data is provided for P&C Dashboard

## **Workforce planning & recruitment 30% (80% in first 9 months)**

- Support program managers to effectively conduct workforce planning and ensure that programs have sufficient workforce to achieve results and targets
- Build partnerships with conventional and unconventional recruitment pipelines,<sup>®</sup> including migrant worker networks, universities, field teams and standard online recruitment platforms
- Coordinate and facilitate the recruitment process for customer group in ways which build manager ownership and skills in effectively hiring staff
- Ensure recruitment pipeline is being monitored, be proactive in recruitment.

## **P&C Division and Operations effectiveness**

- Act as a liaison between the customer group and the P&C Division on all issues related to P&C, including seeking feedback on how well P&C is serving the area and improvements recommended
- Provide input and feedback on tools/guidance developed by P&C Specialists and in testing/applying them across customer area
- Assist in the development and revision of P&C policy and protocol
- Actively participate in P&C meetings, activities and events which aim to build team unity, collaboration, spiritual nurture and professional learning

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### KNOWLEDGE, SKILLS AND ABILITIES

- At least 2-3 years working in a P&C/HR role
- Proven ability to partner and collaborate with managers and staff across different parts of an organisation

หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่

E-Mail: [banyen\\_muenjob@wvi.org](mailto:banyen_muenjob@wvi.org)

สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ 154

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