



TITLE | Head of Human Resources

JOB REFERENCE | JD_HoHR_CAR_2022

LOCATION | Remote-based within the UK with some international travel required for meetings.

REPORTING TO | The Board of Directors

KEY RELATIONSHIPS | Executive Director, Director of Operations, Managing Director, Director of Finance.

SALARY | From £65,000 or local currency equivalent, commensurate with experience.

POSITION SUMMARY | The HoHR will be CAR's focal point for all Human Resource (HR) and People Development activities, advice, and knowledge. This is a dynamic strategic role to build upon CAR's existing HR structures to enhance our people development practices as we continue to grow and to ensure that a positive work environment is at the centre of this growth.

PURPOSE | To work closely with CAR's Board of Directors and staff to ensure that our HR policies and procedures: 1) are compliant with employment law and best practice, 2) are understood by all staff, 3) suit the unique work CAR does, and 4) keep CAR's people at the heart of its operational decisions.

BACKGROUND | Founded in 2011, CAR generates information and expertise on the diversion of weapons. We develop innovative solutions to strengthen supply chains and weapon management and support government and industry stakeholders to disrupt illicit supplies of conventional weapons, improvised weapons, and related materiel.

CAR is in a transformational phase. After ten years of growth, CAR has matured from a start-up of eight staff, two Directors, and a simple leadership structure, to a medium-sized organisation with more than 40 core and contractor staff located across the globe, four directors, a strategic Steering Committee, and an increasingly hierarchical structure.

As CAR has grown, so too have the HR challenges. CAR's leadership has strived to maintain a staff-centred healthy and positive work environment. We are now at a suitable point to engage a qualified professional to enhance CAR's HR functions. CAR is forecast to grow over the next five years, and CAR's Board of Directors believes it must do so on a solid legal and professional HR footing.

CAR requires an HR leader with a track record of driving effective and long-lasting change for organisations, with an understanding of how to develop and implement people-oriented strategies. With experience working close to board level, CAR seeks someone with the ability to build robust HR systems that suit this unique and complex organisation.

RESPONSIBILITIES | The Head of Human Resources will:

- Undertake a critical review and assessment of CAR's existing HR policies to identify gaps, liabilities, and areas for improvement or strengthening.
- Draft or redraft CAR's HR policies and procedures, acting as primary custodian of these.
- Implement, where necessary, new HR procedures.
- Review, update, and manage CAR's new staff onboarding and induction process.
- Review, update, and manage CAR's recruitment process.
- Review, update, and manage CAR's staff contract renewal process.
- Review, update, and manage CAR's new staff appraisal process (to be implemented in March 2023).
- Oversee the procurement and management of an external service provider to conduct a full and independent organisational EDI consultation, with an aim to achieve a diverse and inclusive workforce.
- Proactively assist senior staff in handling complex HR issues such as grievance, discipline, and performance review processes.
- Identify potential room for growth of CAR's HR operations and draft a three-year roadmap to suit.
- Ensure all HR data is accurate and stored appropriately. Be responsible for data management of all HR systems and advise on data protection compliance with regards to data sharing, storage, and retention of employee records.
- Manage all future HR actions in close consultation with, and reporting to, the Board of Directors.
- Drive continuous improvement of CAR's structures, policies, and performance management.
- Ensure CAR conducts its business in compliance with applicable employment laws and regulations in its various jurisdictions.
- Work closely with the Board of Directors in advising on all people matters, including as required, on current and potential future organisation design as the needs and focus of the organisation evolve.

PERSONAL SPECIFICATION |

To be considered for this role it is essential to demonstrate:

- A degree in HR, psychology, or a related discipline, together with an Advanced Diploma in Strategic People Management or Regulated Qualifications Framework Level 7 equivalent.
- At least 10 years' HR and People Management experience, including demonstrable strategic experience in designing and managing HR systems across organisations (big and small).
- Acute awareness of, and proven experience in, drafting HR policies and procedures and their dissemination, as this will be a key part of the role.
- Career examples of successfully supporting a change management process and assisting management to achieve a cultural change process.
- Clear verbal and written communication skills with an appreciative and engaged approach to building consensus. You must be able to deal with difficult and sensitive situations in a diplomatic way.
- Understand how to foster real and lasting change in individuals, teams, and whole organisations.
- The ability to plan, prioritise and manage your work in a fast-paced dynamic environment.
- Be calm under pressure while managing a wide range of situations.
- Ability to build good working relationships at all levels within the organisation.
- Ability to maintain confidentiality and remain impartial.

It is strongly desirable to demonstrate:

- Membership of Chartered Institute of Personnel and Development (CIPD).
- Extensive understanding of governance strategy, organisational growth, and associated challenges.
- Experience working within NGOs, start-ups, small to medium-sized organisations, charities or non-profits, academic or research institutes, or similar entities.
- A track record that demonstrates that you are equally comfortable leading strategic as well as practical tasks.
- Management experience, with a track record of establishing or growing a successful HR team.
- Strong analytical, critical decision making, project management, and process improvement skills.

EMPLOYMENT TERMS |

Probation: Three months

Contract: Full time (40 hours), permanent.

Location: Due to this role requiring an understanding of UK employment policy, and CAR's parent company being based in the UK, the successful candidate will need to reside in the UK. CAR, since the pandemic, is an entirely remote organisation. Candidates must provide proof of legal working status in the UK.

EQUALITY, DIVERSITY, AND INCLUSIVITY |

Our goal is to be a diverse workforce that is representative, at all job levels. We are undergoing a process of change to ensure we as an organisation are committed to creating an environment of mutual respect; one where equal employment opportunities are available to applicants and teammates of all backgrounds and protected characteristics.

At Conflict Armament Research we believe that diversity and inclusion is critical to our success as a global organisation. As such, we aim to recruit, develop, and retain the most talented people from a diverse candidate pool.

APPLICATION PROCESS |

To apply: Please email your CV and a cover letter detailing how you meet the above criteria to recruitment@conflictarm.com, citing the job reference in the subject line.

Deadline: 23:59 (BST) Sunday, 9th October 2022

Selection of candidates: Shortlisting will take place in October. Short listed candidates will undergo at least one panel interview with the Board of Directors as part of the selection process.

Starting date: January 2023

Only shortlisted candidates will be contacted.