



International
Rice Research
Institute



OXFORD HR
WORLD LEADERS

DIRECTOR OF HUMAN RESOURCES APPOINTMENT BRIEF

AUGUST 2017

Oxford HR have been retained by IRRI, the research organisation dedicated to reducing poverty through rice science, to identify an HR leader to develop and implement the human capital elements of their new strategic plan, supporting the organisation globally as it transforms and grows.

Reporting to IRRI's Director General, the Director of Human Resources (Director HR) will provide IRRI's leadership team with strategic direction on all issues of human capital and ensure that IRRI remains a premier research institute which develops and supports its scientists and delivery teams. He or she will lead the HR team in the critical areas of talent acquisition and retention, training and development, employee engagement and compensation, ensuring a positive and effective performance-oriented culture.

The Director HR will serve as a strategic partner for the Director General, the Executive Team and the Board of Trustees, continuing to develop IRRI's human capital strategies by identifying and researching current human capital issues, making recommendations and contributing best practices.

THE INTERNATIONAL RICE RESEARCH INSTITUTE (IRRI)

IRRI is the world's premier research organisation dedicated to reducing poverty through improved and diversified rice-based systems. They work to:

- Ensure that rice production is stable and sustainable, does minimal harm to the environment and can cope with climate change.
- Improve the nutrition and health of poor rice consumers and farmers.
- Provide equitable access to information and knowledge on rice and help develop the next generation of rice scientists.
- Provide scientists and producers with the genetic information and material they need to develop improved technologies and enhance rice production.

Working with in-country partners, IRRI develops advanced rice varieties that yield more grain and better withstand pests and disease as well as flooding, drought and other harmful effects of climate change. An estimated 50% of the Asian rice area is planted with IRRI-bred varieties or their progenies. The Institute develops improved methods and technologies that enable farmers to manage their farms profitably and sustainably, and recommends rice varieties and agricultural practices suitable to particular farm conditions as well as consumer preferences. IRRI assists national agricultural research and extension systems (NARES) in formulating and implementing country rice sector strategies.

IRRI is an independent, non-profit research and educational institute, founded in 1960 by the Ford and Rockefeller foundations with support from the Philippine government. Headquartered in Los Baños, Laguna, the Philippines, it has offices in 17 rice-growing countries and approximately 1,400 staff members representing 36 nationalities.

IRRI's key asset is its team of scientists, development and support professionals, who are recruited from around the world, and are among the best in their fields. IRRI is committed to the development and well-being of its national and international staff, all of whom possess the talent and sense of purpose required to connect us with and serve the local communities where we work.

DIRECTOR OF HUMAN RESOURCES

SALARY:	Competitive salary and benefits, including pension, health and housing
LOCATION:	Los Baños, Laguna, the Philippines
CONTRACT:	Fixed term, three years
PURPOSE:	Director of Human Resources
REPORTING:	Director General

ROLE PURPOSE & BACKGROUND

- Conceptualise, develop and articulate IRRI's HR strategy, objectives and policies and ensure sound HR systems and processes.
- Partner closely with the Director General on the restructuring and rebalancing of the organisation, helping to ensure a robust and stable platform from which it can grow and provide direction on the overall human capital strategy.
- As a member of the IRRI Executive Team, contribute to the overall strategic direction and management of the Institute, with particular focus on issues relating to change management, organisational design, performance and internal communications.
- Lead the HR team to implement new HR strategies, policies, and programmes at both IRRI headquarters and global field offices to address emerging needs, include best practices in talent acquisition and management, employee engagement and development and compensation.
- Partner with key stakeholders to plan and forecast HR needs and anticipate any issues, delivering HR services in line with IRRI's strategic plan.
- Promote, facilitate and support organisational change and ensure continued modernisation of HR systems.

Engagement

- Serve as a strategic partner to the Director General, Executive Team and line managers, and provide advice and guidance on human resource and organisational development issues, including the promotion of new and effective approaches.
- Promote effective internal communication and performance culture based on IRRI's values, and develop methods to further enhance staff engagement.
- Collaborate and partner with the Asia HR Heads group and the global CGIAR HR community to share knowledge on emerging and best practices on global HR trends.
- Promote effective internal communication and facilitate open and transparent staff and management consultative processes.
- Represent HR in IRRI's Board of Trustees meetings to update the board on human capital initiatives, achievements and learning opportunities.
- Work with Corporate Services Managers and support them in delivering HR strategies and initiatives in the country offices.

Delivery

- Plan, monitor, and evaluate the HR team's performance to ensure effective delivery of service in accordance to the HR Annual Work Plan.

- Leverage technology to ensure the effective use of ERP software, web presence and the subsequent delivery of online human resource services in all field offices.
- Foster teamwork and collaboration between HR units and provide capacity building opportunities to further develop the team's technical competence.
- Encourage capacity building and implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation and benefits, learning and development, records management, health and safety, succession planning, employee engagement and retention, compliance and labour relations.
- Foster high-quality and successful recruitment strategies, allowing IRRI to align HR outcomes to its strategic objectives.
- Perform other relevant duties as assigned by the Director General.

Key performance indicators

- Overall corporate human resources strategy developed and implemented.
- HR initiatives fully supported by staff and senior management.
- Timely delivery of all HR objectives and activities in an efficient and effective way, according to HR Work Plan.
- Senior management and line managers feel guided, advised and supported.
- HR services and programmes are effective across all IRRI sites globally.
- IRRI develops and implements continuous processes, shaping the nature and efficacy of its workforce.

PROFESSIONAL EXPERIENCE REQUIRED

- Has held an HR leadership role, either at headquarters or regional level, within a global organisation of at least 200 people.
- Has worked at executive level within a not for profit organisation, university or research institute, or has a background which includes not-for-profit organisations in addition to time in the business and/or public sector.
- Has had a leadership role in delivering a major HR change programme across multiple countries.
- Has experience living and working in a developing country.
- Demonstrates focus on impact and results.
- Able to use competency-based tools and processes in core HR functions.
- Demonstrates professional competence and leadership in managing a multi-national HR team and in HR policy development.
- Able to lead in a fast-changing environment.

PERSONAL QUALITIES

- Able to demonstrate cultural sensitivity.
- Values diversity.
- Takes initiative and calculated risks.
- Leads team creatively and effectively and resolves conflicts.
- Builds strong client and partner relationships.
- Communicates clearly and convincingly.
- Develops and empowers people; builds team competence.
- Demonstrated ability to manage conflicts, negotiate and resolve disputes.

KEY COMPETENCIES

- Commitment to stakeholders - involves stakeholders in improving existing services, anticipates and responds to stakeholders needs and priorities and proposes alternatives to and improvements.
- Results oriented - projects current and future requirements, makes long-term decisions, prioritises and commits available resources and implements plans to achieve results.
- Recognises emerging issues and associated risks.
- Champions transparency in communication - creates an environment that enables effective communication and promotes inclusion and diversity of views.
- Creativity and innovation - introduces new and improved procedures, works for the unfulfilled needs of stakeholders, anticipates problems and risks in implementing change, encourages innovation and creativity in others.
- Encourages teamwork - champions collaborative behaviour and commits resources to partnerships and team-based activities.
- Nurtures local, regional and global partnerships.
- Rewards successful teams and partnerships.

QUALIFICATIONS/ EDUCATION

- University degree in management, human resources, business, public administration, law, social sciences or a related field.
- Excellent oral and written command of English

HOW TO APPLY

Please complete our online application form on <http://oxfordhr.co.uk/job/irri-director-of-hr/#page> and submit the following information **in MS Word or a compatible format. Please do not submit a PDF file:**

- An up-to-date curriculum vitae/resumé.
- A cover letter – **maximum one page** - explaining your interest in the position and how your background fits the requirements. For advice on writing a successful statement, please see “Advice for Candidates” on our website.
- The documents should be saved in MS Word (or compatible) in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) example:
Pat-Jones-CV-1502
Pat-Jones-Statement-1502
- The Oxford HR Online Form provides us with the key information we will need to take your application through to interview. Also enclosed with this form is our Equal Opportunities Form. You are not obliged to complete this. Any information you do provide will only be used in accordance with the Data Protection Act 1998 and will remain confidential. This information will not be used as part of the selection process.

Closing date: 27 August 2017

All candidates will receive feedback within four working days of the closing date.

Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

QUERIES

Please address any queries to Francesca Lahiguera or George Alexandridis at irri@oxfordhr.co.uk

EQUALITY STATEMENT

Equality and diversity is at the core of our values. Our consultants work collectively and individually to promote a constructive and sensitive approach to candidates from a variety of backgrounds and to value and respect the work of others.

ABOUT OXFORD HR

Founded in 1995, Oxford HR is a retained executive search firm dedicated to advising civil society organisations on their most strategic hires. We believe that organisations devoted to the greater good deserve the same kind of rigour and quality that the business sector receives, at fees they can afford.

We work with charities, international NGOs, IFIs, foundations, social enterprises, research and academic institutions to find and appoint the leaders who will deliver their missions on the ground. We have worked with clients at every stage of growth, from grassroots social entrepreneurs to global institutions. Clients include many UK and US-based organisations as well as entrepreneurial civil society enterprises from Africa, Europe and Asia.



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