

# COUNCIL FOR WORLD MISSION

## HR Advisor

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### About this Role:

**The HR Advisor** role reports directly to the **General Secretary** (equivalent to CEO) of **Council For World Mission (CWM)** and is based in our headquarters in Singapore. The role acts as a member of the leadership team and may involve very occasional international travel.

This role is a generalist position. Its overarching aim is to provide proactive strategic HR Advice and Stewardship to CWM, whilst also providing hands on day-to-day functional HR support. The HR Advisor will ensure that the General Secretary is properly and promptly advised and that staff are well informed and supported in HR matters by implementing policies and procedures that promote the attraction, development, performance management and retention of staff whilst building capacity and employee engagement, leading to CWM's ability to achieve its strategic objectives.

### Key Roles & Responsibilities:

- Define, deliver and drive strategic HR initiatives in line with CWM organisational objectives. Produce an annual HR plan, proactively building HR capacity across the organisation.
- Advise the General Secretary and the leadership team of any potential HR related risks to the organisation, changes in employment law or regulatory requirements and adopt fully compliant HR practices that promote equality and diversity.
- Maintain employee records and provide data driven HR analytics to the General Secretary.
- Develop policies and procedures to manage the whole of the employee life cycle and train and coach line managers on managing performance including providing regular feedback, performance appraisals, employee relations and compensation reviews.
- Introduce innovative and rigorous recruitment and selection methodologies and procedures and coach staff on recruitment best practices in order to attract and retain staff, whilst building the CWM employer brand.
- Produce high quality, legally compliant employee documentation including offer letters, contracts of employment, handbooks, policies and procedures.
- Formulate and manage HR (salary & benefits) and staff development budget in line with CWM's operational budget planning exercise.

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- Ensure that all roles have up to date job descriptions, are evaluated and graded. Conduct salary-benchmarking exercises and advise the General Secretary accordingly.
- Proactively manage sickness absence and employee welfare across the organisation.
- Conduct organisational training needs analysis and source appropriate training and career development opportunities for staff, promoting a culture of organisational learning and development and contributing to organisation succession planning.

### **Required Skills and Experience:**

- A minimum of 7 years generalist experience in a HR Advisory, Management or Business Partnering role, handling both strategic and operational HR
- Educated to degree level, preferably with a Post Graduate Qualification in HR
- CIPD membership is desirable but not essential
- Excellent knowledge of Singapore Employment Law and Ministry of Manpower requirements (additional UK employment law knowledge is advantageous)
- Proven experience of influencing stakeholders at all levels including leadership level. This role would suit an individual who is not afraid to challenge senior stakeholders tactfully
- An ability to demonstrate a personal alignment with CWM's core values and the Christian ethos of partnership in mission
- An interest in global issues and perspectives

### **About CWM:**

The Council for World Mission is a worldwide partnership of Christian churches. The 31 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally. CWM was created in 1977 and incorporates the London Missionary Society (1795), the Commonwealth Missionary Society (1836) and the (English) Presbyterian Board of Missions (1847).

We are committed to sharing God's love and to journey with each other in our quest for a life of meaning and quality. This quest is not unique to us; indeed it is the desire of every human being to live with dignity and pride, to experience relationships of integrity and honesty and feel that her/his life has meaning and purpose. This was the mission to which Jesus committed himself and for which he lived and died. Likewise, this is the heartbeat of the mission of CWM.

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For more information visit our website at [www.cwmission.org](http://www.cwmission.org) or follow us on Facebook or Twitter

## Remuneration and Benefits

CWM offers a competitive salary, a close knit and dynamic working environment, and excellent benefits package that includes the following:

- Contributions to the Central Provident Fund or equivalent for foreign nationals, where applicable
- Paid leave
- Medical benefits including dental and optical

## How to Apply:

Please send a recent resume/CV **AND** a letter of application stating your reasons for wanting to work with CWM, as well as your main qualifications and alignments with this specific role to:

[recruitment@cwmission.org](mailto:recruitment@cwmission.org) for the attention of the General Secretary, indicating the job title of the role being applied for in the subject box.

### **Closing Date 25<sup>th</sup> November 2015.**

Initial screening interviews will take place during the first week in December, with panel interviews held in Singapore week commencing **7<sup>th</sup> December 2015**.

In line with Singapore Ministry of Manpower Guidelines and the Fair Consideration Framework, CWM may be required to provide applicant information relating to Nationality. Please indicate in your letter of application if you are a Singaporean Citizen, a Singapore Permanent Resident or a Foreign National who requires a permit to work in Singapore. Please be assured this information will be used for reporting purposes only and retained securely in line with the Personal Data Protection Act in Singapore.

Due to the expected volume of applications CWM apologises that only shortlisted candidates will be contacted. We do however wish to thank all applicants sincerely for taking the time to write to us, and for the interest shown in CWM.

### **CWM LTD**