



TERMS OF REFERENCE HR RESOURCING CONSULTANCY

BACKGROUND

MSF UK and IE aspire to be an organisation where everyone is welcome and that respects and ensures those who work with and for us –whether in the UK, Ireland or in MSF’s projects –are free to be themselves and can thrive in an inclusive environment. In the Strategic Direction MSF UK/IE 2020-2023 we have made a commitment to audit all HR Policies to ensure inclusion, fairness and diversity which includes the recruitment policies. MSF UK’s HR department have been tasked with reviewing our entire resourcing policies and practices which include workforce planning, job design, recruitment and selection, to insure we meet the Strategic Direction goals by the end of 2023.

OBJECTIVE

The HR consultant will work with the HR Officer (Recruitment) and senior stakeholders (HR, MT and line managers) to review MSF UK’s current resourcing policies, practices, procedures and documentation, this would include workforce planning, job design, all aspects of attraction, recruitment and selection and onboarding, to create a proposal for changes to be considered by the Management Team for implementation in 2023. This will contribute to an overarching resourcing strategy that is in line with MSF UK’s core Principles and Values, Strategic Plan, our Equity Diversity and Inclusion (EDI) Vision, and Safeguarding commitments.

SCOPE

Work has already started on reviewing our current workforce planning, job design, all aspects of recruitment and selection and onboarding policies and practices. We will also be looking at receiving and analysing feedback from key stakeholders in the organisation. This will need to be drawn together and a proposal including an implementation plan put forward for a formalised resourcing strategy by the end of 2022.

RESPONSIBILITIES

Review current strategic and annual plans, workforce planning and recruitment policies, practices, guidance and documents.

Analyse available metrics to identify effectiveness of our current workforce planning, recruitment, and selection processes.

Carry out a gap analysis carried out on current workforce planning, attraction, recruitment and selection policies, practises, guidance documentations.

Collate feedback from key stakeholders (includes Heads of Departments, line managers, HR Business Partners) in the organisation as well as a candidate satisfaction data.

Draft a proposal for changes to take forward to Management Team which will include an implementation plan.

With the HR Officer (Recruitment) create a workforce planning and recruitment and selection Toolkit that includes guidance for the MT and line managers on all stages of the resourcing process.

EXPECTED RESULTS/OUTCOMES

- A gap analysis exploring where we are now, what needs to change, the obstacles and how to overcome them. Including feasibility study and cost modelling.
- Equity, diversity, and inclusion, Safeguarding and MSF core Principles and Values to be considered and best practices incorporated into all stages of resourcing, including but not limited to job design, attraction and advertising, selection and interview methodology, selection panels, application and profile assessment, vetting, and onboarding.
- Identification of priorities and proposed recommendations to the Management Team by end of 2022, which includes implementation plan, feasibility study and resources needed.
- Guidance for hiring managers and all staff on best practice on each stage of the recruitment and selection processes in the form infographics, process maps and a Toolkit.
- Updated work force planning, recruitment and onboarding policies, procedures and processes.

WHO ARE WE LOOKING FOR?

- Proven experience as an HR consultant
- Educated to master's degree level /equivalent post graduate qualification/ equivalent senior level experience
- Chartered Member of Chartered Institute of Personnel and Development (CIPD)
- Experience in strategic design of workforce planning models and implementation of organisational strategic workforce plans
- Knowledge and experience of safer recruitment practices and safeguarding
- Experience in project management, preferably HR related
- Demonstrable understanding of, and commitment to inclusion, diversity, equity
- Ability to plan and manage to ensure projects are delivered in line with agreed standards
- In-depth knowledge of HR principles, functions, methods, and best practices
- Previous experience in managing change within an organisation
- Be able to present yourself in writing and in person with ability to draft well-written documents, facilitate working groups and present to groups
- Capacity to think strategically and analyse and solve complex problems
- Technical knowledge of UK employment legislation
- Ability to build personal and professional credibility with senior leaders, management and both internal and external stakeholders

- Competency with the MS Office suite (e.g., Outlook SharePoint, Word, Excel, and PowerPoint)
- Commitment to MSF UK & IE's Mission, Vision, principles, and values.

APPLICATION PROCESS

To apply we require a copy of your CV, brief cover letter and a written proposal (in one document), outlining how you would approach the TOR.

Interviews will be held on a rolling basis. Please apply as soon as possible as we reserve the right to close the application if we find a suitable consultant.

For queries, please contact us on recruitment.uk@london.msf.org.