Job Description

Position Title: Director of Organisational Development and HR
Department: Corporate Services
Reporting To: Managing Director of Corporate Services
Location: London, South Africa, New York
Salary: £70,050 UK / R1,240,720 South Africa / $113,245 NY gross per annum
Term: Indefinite Contract

Background
The C40 Cities Climate Leadership Group, now in its 16th year, connects 96 of the world’s greatest cities which have committed to tackling climate change. We bring mayors from around the world together to learn from each other in reducing greenhouse gas emissions and creating resilient, sustainable and low carbon cities. C40 cities represent more than 700 million urban citizens and their economies account for 25% of the global GDP. C40’s ‘Deadline 2020’ report sets out the critical role that the world’s major cities have to play in delivering the historic Paris Agreement to prevent catastrophic climate change.

C40’s team of 200+ staff is headquartered in New York, with offices in London, Rio de Janeiro, Copenhagen, Beijing and Paris, and individual staff based across 25+ different locations, with the Office of the Chair based in Los Angeles.

The strategic direction of the organization is determined by an elected Steering Committee of C40 mayors which is chaired by the Mayor of Los Angeles, Eric Garcetti. Three-term Mayor of New York City Michael R. Bloomberg serves as President of the C40 Board of Directors, which is responsible for operational oversight. An eight-person management team, led by Executive Director, Mark Watts, leads the day-to-day management of C40. C40’s three core strategic funders are Bloomberg Philanthropies, the Children’s Investment Fund Foundation (CIFF) and Realdania.

Department Description
The C40 Corporate Services team is an internal support service function managing resources for the achievement of C40’s strategies. It also ensures compliance with legal and financial obligations and works to improve governance and accountability across the organisation. The C40 Corporate Services team is at the heart of the C40 organisation and plays an important role supporting the Executive Director and Management Team in the delivery of finance, information technology, facilities, legal, operations and human resources.

Position Description
The Director of Organisational Development and HR reports to the Director of Corporate Services and will be the expert in HR and organisational development in the organisation, responsible for managing the function and acting as organisational development strategic lead. The role will develop the People Strategy for the organisation. This position will act as an internal consultant to senior staff on all HR issues and will manage all aspects of the human resource function. This role is transformational and will require the ability to identify and resolve complex organisational problems, ensure the function delivers organisational development priorities and support C40 to be an inclusive, diverse organization.

Responsibilities:
• Accountable for development and delivery of the People and Organisational Development Strategy (and plan) for C40 in line with the organisational business plan
• Accountable for the implementation of a leadership development framework and ensuring this translates into having effective and transformational leaders in the organisation.
• With the Management Team, lead the delivery of an ambitious global Diversity and Inclusion strategy for the organisation, ensuring delivery of ambitious actions to position C40 as a leading inclusive employer that is truly representative of the diversity of our cities.
• Define and implement a performance management strategy, which drives a culture of high performance, continuous feedback and continuous development. To define and rollout an integrated global development strategy to ensure the organisational and individual capabilities and capacity to execute the new C40 business plan.
• Lead the development of innovative OD and learning programmes and initiatives to ensure that C40 can deliver the new business plan and recruit and retain highly engaged and motivated staff.

Employee engagement/ Internal Communications
• Continuously evaluate employee engagement through regular pulse surveys and support the organisation in taking appropriate action to address identified needs.
• Design and coordinate effective cross team collaboration and matrix working, developing tools and techniques to support this across the organisation.
• Support the development of an internal workforce communications strategy in conjunction with the Director of Governance. Transform the internal communications for workforce and other people related issues through meetings, events, online, and through innovative tools and practices.

HR
• As part of the People Strategy implement a global reward and benefits framework
• Transform delivery of the global HR operations to ensure we are delivering a global, best practice recruitment and HR service to the organization.
• Develop the policies and practices to ensure global best practice HR working with employment partners to ensure these are adhered to globally.
• Ensure the team is structured effectively to provide business partnering service to the organization and that the role of HR and line managers is clear and transparent.

Management of the HR and OD function/ Data Analytics
• Develop meaningful performance indicators for the HR function and workforce goals.
• Develop and share HR analytical insights, particularly in relation to D&I and wellbeing, and develop reports that inform organisational strategy and delivery
• Lead and motivate the HR and OD team to support and develop the talent, skills, capabilities, motivation, engagement, commitment and health and wellbeing of the workforce. Ensuring the team delivers a consistent, professional, strategic, and high-quality service to all functional areas of the organisation.
• Provide vision and leadership to the team by managing people, performance, development, health and wellbeing issues and resources effectively
• Prepare and contribute to the development of reports and internal communications to the Board, Executive Management Team, Senior Management Team and wider audiences.

Person Specification:
• Advanced University degree in Business Administration, Human Resources, Organisational Development or related field.
• Significant senior level organisational development experience with a strong appreciation of the interplay between OD and human resource management
• Significant experience working at an international and high-profile organisation, ideally with experience of working in a political environment. An understanding of the HR issues of operating globally in complex environments.
• Demonstrable experience in organizational development and organisational design, particularly those areas that relate to the needs of a rapidly growing and changing organization.
• Significant experience of HR data analytics and tracking and measuring organizational performance.
• Proven experience of transformational change in HR and OD functions both at team level and organisationally.
• Proven ability to develop training programmes, lead training intervention and evaluate training interventions.
• Excellent strategic thinking and implementation skills with the ability to foresee challenges and implement solutions. Able to think innovatively and generate ideas/solutions
• Possess excellent interpersonal, written and oral communication skills, and understand the implications various actions will have on the strategic, financial and organizational demands of a rapidly evolving organization
• Possess a proven ability to respond flexibility to an organisation that changes rapidly and be able to support others to respond in this way.
• Strong external network and ability to act as a thought leader.
• Global mindset and high degree of cultural awareness

**Other Requirements:**
Applicants must already have the right to work in the UK / SA / US. Moderate travel may be required as part of the role.

**Application process:**
Closing date for receipt of applications is Sunday, 14 February 2021. Please follow the link to apply.