BERNARD VAN LEER FOUNDATION JOB DESCRIPTION

BASIC INFORMATION
Position: Senior Officer People & Culture
Team: People & Culture (P&C)
Reports to: Director People & Culture
Based in: The Netherlands
FTE: 24 – 32 hours
Start date: January 2023
Salary: KF level 14 (EUR 3155 – 4338 gross per month)
Apply by: 1 December 2022

ABOUT THE FOUNDATION
The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

THE POSITION
The Senior P&C Officer is responsible for planning and coordinating P&C activities to maximise the strategic use of human resources in support of the Foundation’s strategy and objectives. We operate in a multicultural environment, therefor the P&C activities are weighed and aligned with the organisational culture and honoring the diverse cultural perspectives in the organisation.

PRINCIPAL RESPONSIBILITIES AND TASKS
• Manage the recruitment and selection process including: researching, pre-screening, selection (together with management/selection committee), compensation negotiation, relocation and conditions of employment for new employees
• Support the health and wellbeing of all Foundation staff. In the case of (long term) illness, monitor and coordinate actions to improve reintegration together with the staff member’s supervisor and the ARBO services
• Advise and support the Foundation regarding employment and salary procedures, performance appraisal process and other P&C services in compliance with government laws and regulations
• Oversee the organisational and staff learning and training needs
• Coordinate individual counselling for Foundation staff members when needed
• Advise on unit/departmental conflicts by listening and mediating and where needed refer external support
• Support the implementation of new and existing P&C policies and procedures
• Shares timely and relevant information with management for better organisation-wide decision-making.
• Manage and execute the administration, spending and controls of the annual P&C budget
• Keep the P&C management systems up to date according to Dutch law.

PROFESSIONAL CONTACTS
Inside the Foundation: All Foundation team members and consultants
Outside the Foundation: Arbo services, Relocation companies, IND, Training institutes, Lawyers, Recruitment and Selection companies, Insurance Companies, UWV

QUALIFICATIONS, SKILLS AND COMPETENCIES
• Bachelors's degree in business or social sciences or other relevant field
• Minimum of 8 years of progressive professional experience within a human resources role or equivalent.
• Experience and passionate about accuracy in working with data and people
• Well-developed emotional intelligence, including self-awareness, self-management, and empathy
• Able to manage sensitive information with confidentiality and care
• Experience in coaching and/or supporting the professional development of other colleagues
• Outstanding communications and teamwork skills across different time-zones and cultures
• Very organised and able to meet deadlines
• Proficiency with Microsoft Office and a fast learner of other digital tools

Languages:
• Excellent English and Dutch, both speaking and writing

Organisation-wide competencies:
• Teamwork
• Learning ability
• Results orientation

Job-specific competencies:
• Planning and organising
• Integrity
• Sensitivity
• Judgement
• Accuracy

HOW TO APPLY
If you are interested in this position, please visit send your CV and cover letter in English by 1 December 2022 11:59 GMT to snrpcofficer_vacancy@bvleerf.nl

For any questions, please contact Agnes Buis at Agnes.Buis@bvleerf.nl