



MEDECINS SANS FRONTIERES
DOCTORS WITHOUT BORDERS



Appointment of **Director of People**

February 2024



AMERICAS ASIA PACIFIC EMEA

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Introduction

Médecins Sans Frontières/ Doctors Without Borders (MSF) is an international, independent medical humanitarian organisation.

We are Médecins Sans Frontières / Doctors Without Borders (MSF). Our teams act fast to save people's lives in conflict zones, natural disasters and epidemics.

MSF provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world.

As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF UK raises money and recruits staff to support the work of MSF's projects around the world. MSF UK also raises public and political awareness of its work within the UK and provides strategic and technical support to MSF's projects. The work of MSF UK and the generosity of its supporters ensures that MSF can continue to provide medical care where it is needed most.

60,000 local and international staff employed.

70+ countries worked in, in some of the most challenging places in the world.

42 Our projects are supported by teams in 42 countries, including the UK, spread across Europe, North and South America, Asia, Africa, and Australasia.



How we Work

Médecins Sans Frontières / Doctors Without Borders (MSF) seeks to advocate for an environment that is built on the values of inclusiveness, respect and integrity.

We have fundamental principles that form the core of all we do and operational principles that enable us to fulfil our mission.

Fundamental Principles

Humanity: We value human life, seeking to alleviate suffering, and prevent unnecessary harm through medical action and advocacy.

Impartiality: We provide assistance rooted solely on need, without discrimination based on gender, age, race, nationality, ethnicity, sexual orientation, disability, political affiliation or religious belief.

Respect for Medical Ethics: We act in the best interests of patients, do no harm, and honour their autonomy in medical decisions.

Operational Principles

Neutrality: Patient welfare is our primary focus, we remain impartial in conflicts, engaging openly with all parties for effective assistance.

Independence: To act humanely and impartially, we require autonomy, avoiding subordination to political agendas. Financial independence is crucial, and we value our relationships with supporters.

At MSF UK, we are committed to equity, diversity and inclusion in everything we do. Our mission is to treat everyone fairly and with respect, creating a workplace culture where staff feel they belong and can be themselves. As a medical humanitarian organisation, we provide medical care to anyone who needs it, regardless of their background or any other diverse characteristics.

To see our full policy on equity, diversity, and inclusion, please visit this link: <https://msf.org.uk/msf-uks-commitment-equity-diversity-and-inclusion>.



Structure and Finance

Médecins Sans Frontières / Doctors Without Borders (MSF) is a vibrant movement made up of people from all corners of the world.

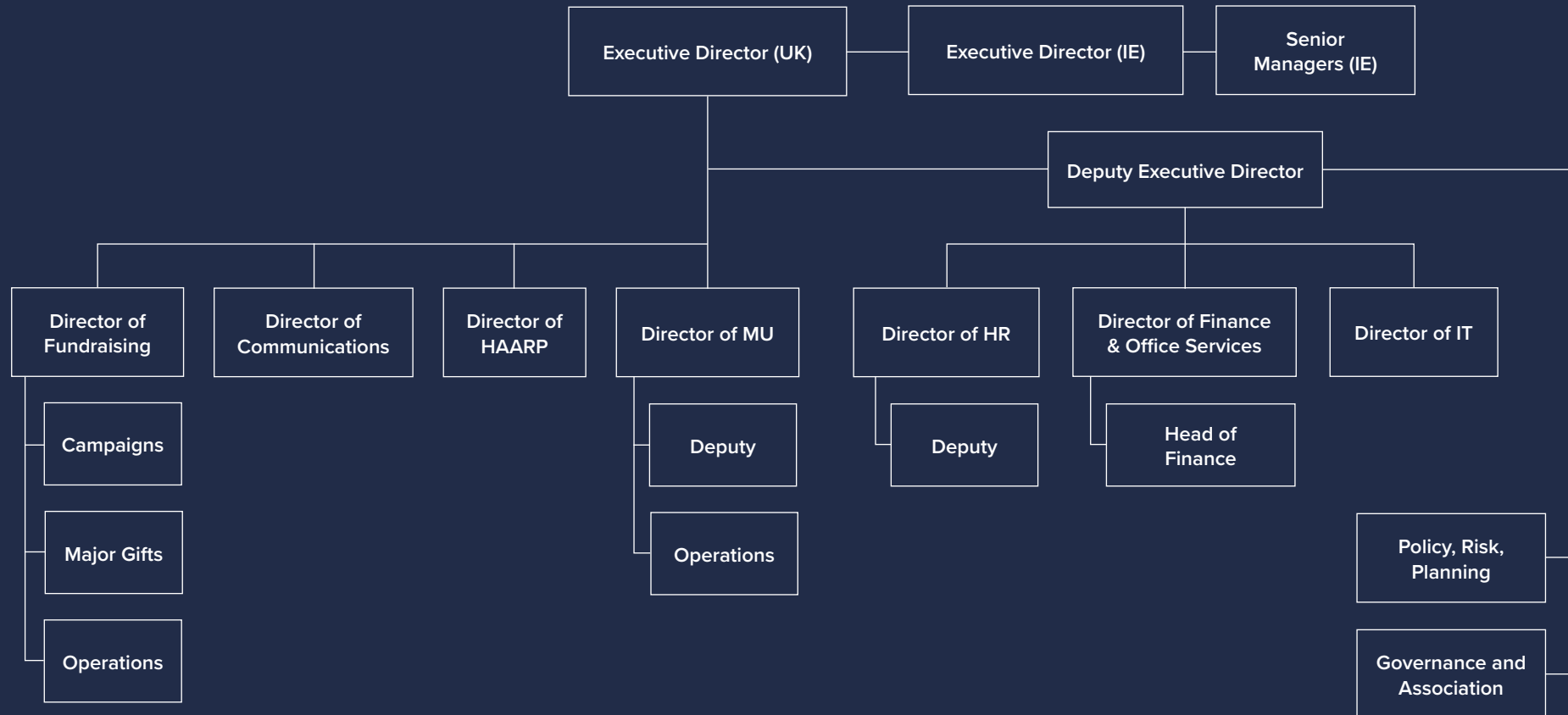
Our success of over 50 years is a testament to these people, who have dedicated their time and expertise to MSF's work overseas and at home. To continue this success, our staff, past and present, can shape the movement's future by becoming a member of an MSF association.

Today, MSF is made up of 25 associations which are organisations owned by members. The associations make sure that MSF remains true to its purpose, principles and values and help shape the future of the MSF movement.

The MSF UK & IE Association

In the UK, Association members elect the UK Board of Trustees, who govern on their behalf. The Board appoints the Executive Director and delegates the implementation of the strategy to the MSF UK Committee of Directors, who run the office day-to-day.

MSF UK and IE Leadership





Director of People

MSF UK is now seeking a new Director of People, a pivotal leadership role overseeing its human resources function.

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Leading a dedicated team, this role is instrumental in shaping the organisation's culture, ensuring the well-being and development of staff and driving change management initiatives that align with MSF's purpose. The Director will be responsible for the strategic direction and operational running of the function, including HR processes, recruitment and onboarding, learning and development, ways of working and employee relations. You will work closely with the finance and safeguarding departments to uphold strategic and operational best practices across MSF UK.

As a key member of the UK Committee of Directors (CoDir), the Director of People will contribute to the overall leadership, culture and efficacy of MSF UK as a dual registered charity and LLC and a member of the MSF global movement.

Working closely with MSF UK's Executive Director to employ and execute these strategic and operational objectives, the Director will need to bridge the gap between MSF's operational culture and the need for effective people management practices.

Role Description



Job Context and dimensions:

- Budgetary responsibility for the HR/People function budget: £2.1m annually.
- Team: seven direct reports and a team of 25 staff.
- Member of the MSF UK Committee of Directors (CoDir), the organisation's leadership team.
- Reports directly to the Deputy Executive Director and works closely with MSF UK's Executive Director to deliver MSF UK's strategic and operational objectives.
- Advises MSF UK's Chair of Trustees and Board on HR and People function issues as required.
- Works particularly closely with MSF UK's Directors, senior managers and the Safeguarding team to provide support and smooth delivery between teams.
- Liaises with Directors of HR/People at MSF's Operational Centres, ensuring MSF UK is providing effective communications advice and support to MSF's operational objectives.
- The Director of People or their deputy is a member of the the international MSF HR Directors platform community, where wider HR discussions take place and where the overall MSF HR agenda is set.

Key responsibilities/ Accountabilities

Strategic Leadership

- As a member of the CoDir, play an effective part in the leadership of MSF UK, acting as a role model, embodying MSF UK's values and leadership behaviours.
- Lead the delivery of a quality and customer focussed HR service for MSF UK, covering the full range of activities including recruitment, induction, employee relations, learning and development, talent management, performance management, reward, payroll and benefits.
- Lead the development and implementation of People strategies and workstreams to support the priorities of MSF UK and associated change initiatives.
- Oversee strategic workforce planning, ensuring MSF UK has the necessary capacity and capability to deliver its vision.
- Influence and support directors and senior managers in the delivery and implementation of organisational development initiatives.
- Work closely with the EDI Manager in leading equity, diversity and inclusion initiatives.
- Develop and implement appropriate HR reporting mechanisms to the Board, Remunerations Committee, CoDir and senior managers to support effective decision-making.

Role Description

Staff Management

- Lead, develop and motivate the People team to deliver a professional, customer-focussed and high performing service to MSF UK.
- Encourage and develop the People team's interaction and collaboration across MSF UK to support high standards of delivery and continuous improvement.
- Promote a positive culture change across the organisation, fostering an environment where colleagues feel they can bring their whole selves.



Policy and Process Development

- Develop policies, systems and procedures that support effective people management for MSF UK.
- Align policies with the unique culture and dynamics.
- Ensure the HR team is well-versed in the specificities of the MSF culture and operations.

Risk Analysis and Legal Compliance

- Ensure that strategic and operational HR related risks are identified, assessed and proactively managed.
- Ensure compliance with all legal and statutory requirements associated with MSF UK & IE's employment of staff worldwide.
- Lead on immigration and taxation matters for staff, ensuring contracts are updated and aligned with local labour law regulations.





Person Specification

The Director of People will be a dynamic, pragmatic and inclusive leader with a proven track record in HR and people management, a deep understanding of humanitarian values, and a commitment to fostering stability and accountability.

The ideal candidate will have a range of skills and experience that include:

- MCIPD qualified.
- Experience of leading a People/HR function in a complex and ideally, international organisation.
- Evidence of providing strategic and operational expertise across the full range of HR specialisms e.g. recruitment, talent, people management, employee relations and reward.
- A sound decision maker who takes accountability for risk and decisions.

- Ability to work in a fast paced, changing, and unpredictable and demanding environment.
- Ability to translate strategy into action and breakdown complexity.

Essential Values and Attributes

- Demonstrable commitment to MSF's vision, mission and values.
- Actively role models and promotes a commitment to equity, diversity and inclusion in their practice and proactively seeks out diverse views to inform thinking and decision making.
- Collaborative and collegiate approach with the ability to inspire and motivate all colleagues at all levels.
- Promotes and works with duty of care, safeguarding and health and safety policies and procedures.



How to Apply

We are committed to diversity and equity of opportunity in all aspects of our work, both externally and internally. We strive to be a global and inclusive employer and encourage applications from diverse backgrounds.

To see our full statement please visit this [link](#).

The integrity of our organisation is upheld by the good conduct of each individual staff member, in any location, with full respect for the communities we serve.

For us, this means not tolerating any behaviour from our staff that exploits the vulnerability of others, or of employees taking advantage of their position for personal gain. Our leadership has unequivocally committed to reinforce mechanisms and procedures to prevent and address abuse and harassment. All staff are expected to abide by the MSF movement's **Behavioural Commitments** and our guiding principles as stipulated in our **Charter**.

To apply, please submit a CV and covering letter, detailing how you fulfil the role description and personal specification to **Perrett Laver: Director of People** quoting reference **7059**.

The deadline for applications is **9am GMT Monday 19th February 2024**.

The role is based in the London, UK office with a hybrid working pattern. The salary will be commensurate with the seniority of the appointment, with the range starting at £70,000.

Perrett Laver will conduct an executive search process in parallel with the public advertisement of the role. Longlisted candidates will be invited to interview with Perrett Laver in late February/early March and the Selection Panel will subsequently meet to decide upon a final shortlist for the post in mid March, following which, interviews with MSF will take place in late March/early April. If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

To confidentially get in touch about this role, or for advice on your application please email isabela.betoret@perrettlaver.com.

Accessibility Statement

Should you require access to these documents in alternative formats, please contact **mandy.wedgwood@perrettlaver.com**.

If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via **accessibility@perrettlaver.com**.

Perrett Laver's GDPR Policy

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation.

The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Perrett Laver is a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Our legal basis for much of our data processing activity is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website **<http://www.perrettlaver.com/information/privacy-policy/>**.





AMERICAS ASIA PACIFIC EMEA

One Embassy Gardens
8 Viaduct Gardens
London
SW11 7BW
UK

T: +44 (0)20 7340 6200