

HUMAN RESOURCES COORDINATOR

JANUARY 2022

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Human Resources Coordinator	Grade H	Kyiv, Ukraine	Fixed term 1 year contract with possibility of extension	Human Resources Manager

Role purpose

To support delivery of Human Resources department functions for all British Council operations in Ukraine to ensure compliance with local legislation and corporate code of practice and guidelines.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion policies are consistently applied through the Human Resources operation.

The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

<https://www.britishcouncil.org/organisation/transparency/policies/child-protection>

Geopolitical/SBU/Function overview:

British Council in Ukraine is a £3m medium-sized business, with more than 150 full-time or part-time employees, building cultural relations between Ukraine and the United Kingdom, running an English teaching operation and administration of exams, as well as expanding programmes in the Arts, English, Higher Education and Society.

The British Council group in Ukraine consists of three entities: the cultural section of the British Embassy, a limited liability company and an extra-curricular educational institution. The post holder will have responsibility for administrative duties within the Human Resources Department and support delivery of Human Resources department functions for all British Council operations in Ukraine.

Led by the Head of Human Resources, the Human Resources team includes 1 Human Resources Manager and 2 Human Resources Coordinator. The Human Resources Coordinator

directly reports to the Human Resources Manager.

Main opportunities/challenges for this role:

- Support HR operations for the British Council Ukraine group of companies consisting of 3 legal entities while ensuring equality and consistency
- Comply with local legislation and corporate guidelines
- Find more efficient ways to deliver job duties

Main Accountabilities:

Recruitment and Induction

- Organizing, coordination and supervision of all stages of recruitment process for full time and temporary staff for all three entities;
- Providing support to HR Manager in arranging induction programme for new BC staff including Teaching Centre staff, interns and temporary assistants;
- Proactive support in promoting Internship programme (contacting Universities, attending job fairs, finding new way of attracting interns);

Employment and HR administration

- Leading the process of Teaching Centre expatriate personnel legal employment in Ukraine (obtaining work permit, residence permit) with support from other colleagues in HR department and under supervision of HR Manager and overview of Head of HR. Working closely with external outsourcing company on all stages of expatriate personnel employment compliance; Maintaining data base of visa/permit expiry dates, ensuring that all processes associated with visas, permits, restriction from travel are completed/adhered correctly and within the legally defined deadlines; Building communication process with all parties involved (TC Management, teachers, external providers, state authorities in Ukraine) to guarantee compliance with Ukrainian legislation, corporate policies and keeping all parties aware of all required procedures/processes and individual action plans. All contact details, next of kin, etc for network and UKA staff;
- Providing support to UK-appointed staff with diplomatic or A&T status. Advising on visa arrangements for Ukraine, working with MFA and the British Embassy on accreditation, prolongation departure procedures.
- Coordination of medical insurance plan for country appointed and UKA staff. Managing list of staff covered by medical insurance provider, updating about joiners/leavers, organizing payments;
- With guidance from HR Manager and as requested by Head of HR, preparation of contracts and addendums to contracts about staff changes and moves for full-time staff and temporary staff, including hourly paid employees and private entrepreneurs according to Ukrainian legislation requirements and corporate policies and best practices for all three entities;
- Contribution to HR administration/paperwork across whole employee/contracted staff life cycle (employment, transfers, termination, annual and sick leaves, pensions, labour books, orders, personnel files, leave schedule, business travel related documents etc.) for full time and temporary staff, including hourly paid employees and private entrepreneurs according to Ukrainian legislation requirements and corporate policies and best practices for all three entities;
- Support in keeping updated all HR connected information and records on BC Ukraine intranet (personal diaries, records, data bases, etc.);

- Arranging logistical and administrative support in organising travel requested by HR and providing information to TC for further organizing of visa runs for expatriate staff;
- Providing full Support in collection and transfer of HR related data and documents to the external company in line with payroll outsourcing scheme;
- Input in British Council Intranet update of information;
- Support different HR projects and other ad hoc tasks (organising of social and L&D events, cover for HR team colleagues during their absence, and any other tasks assigned by Head of HR and or HR Manager);

Training and development

- Keep track that all staff pass on-line mandatory trainings;
- Provide logistical and administration support for different HR event and initiatives, including annual staff conferences on request of HR Team;
- Providing support to Head of HR and HR Manager in developing annual country training plan;

Financial support

- Creating Purchase Orders in SAP;
- Preparing payment forms, down payment requests
- Carrying out financial reconciliations
- Providing input to Head of HR in preparation of the cashflow, budgeting and forecasting

Equal Opportunity and Diversity

- Ensure that Equal Opportunity and Diversity policies are consistently applied through the HR operation. Participate in EDI working group;

The post-holders will provide support to HR team in insuring consistency in policies and processes with regard to:

- a. Terms and conditions of service
- b. Recruitment
- c. Learning and development
- d. Performance management

Key Relationships:

Internal

- BC Ukraine staff principally Head Human Resources, Human Resources Manager, Country Director Ukraine, Director Teaching Centre and Exams, Assistant Teaching Centre Manager, Management Team

External

- Ukrainian government authorities including MFA
- Service providers, contractors and private entrepreneurs
- British Council Ukraine Partners
- Consular/Visa departments of other states

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Ukrainian citizenship or right to work in Ukraine	Shortlisting
Notes	Criminal record check, medical check, references check	Before final job offer
Person Specification:		Assessment stage
Language requirements		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none">English at Proficiency Level C1Native Ukrainian and Russian		English language test before interview; Interview
Qualifications		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none">University degree		Shortlisting
Role Specific Knowledge & Experience		
Minimum / essential	Desirable	Assessment Stage
<ul style="list-style-type: none">At least 3 years of experience in HR administration/paperwork	<ul style="list-style-type: none">Knowledge & experience in legal employment of expatriate personnel2 years of experience in HR administration in a multinational company	Shortlisting
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none">Knowledge of Ukrainian labor legislation, HR paperwork system and requirementsKnowledge and understanding of employment law relating to expatriates working in Ukraine		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
Managing people (level 2). Supports others Provides support to less experienced members of the team and is aware of individual differences. Helps colleagues perform tasks and use systems and processes.		Shortlisting AND Interview
Managing projects (level 2). Leads smaller projects Analyses requirements with the sponsor/stakeholders, defining the specification,		

<p>planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p> <p>Communicating and influencing (level 2). Relates communications to circumstances Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p> <p>Planning & organizing (level 2). Plans ahead Able to organize own work over weeks and months, or to plan ahead for others, taking account of priorities and the impact on other people.</p> <p>Analyzing data and problems (level 2). Uses data Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives.</p> <p>Using technology (level 2). Operates as an advanced user. Able to work as an advanced practitioner in the use of office software and/or British Council standard and social media platforms, and train or coach others in their use</p> <p>Managing Finance and Resources (level 2) Uses financial systems and processes Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>Managing risk (level 2). Supports a risk management culture Has track record of identifying and highlighting risks and suggesting mitigating actions.</p>	
British Council Behaviours	Assessment Stage
<p><i>Working together (more demanding):</i> Ensuring that others benefit as well as me</p> <p><i>Being accountable (more demanding):</i> Putting the needs of the team or British Council ahead of my own</p> <p><i>Making it happen (more demanding):</i> Challenging myself and others to deliver and measure better results</p> <p><i>Connecting with others (essential):</i> Making regular opportunities to understand others better</p> <p><i>Shaping the future (essential):</i> Looking for ways in which we can do things better</p> <p><i>Creating Shared purpose (essential):</i> Communicating an engaging picture of how we can work together</p>	<p><i>Interview</i></p> <p><i>Performance management</i></p>