

JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	HR Generalist
Department:	Human Resources WEA C
Contract Type:	Permanent
Job Purpose:	Assists with HR projects, in accordance with best practice and relevant employment legislation and undertakes HR administration. Refers the more complex matters to the HR Manager.
Job Band:	
Reports to:	Human Resources Manager WEA C
Direct Reports:	0
Other Key Contacts:	<ul style="list-style-type: none"> • WEA C HR Team • Area HR teams • WEA C staff, including senior managers • External providers and consultants
Financial Responsibilities:	As delegated
Location:	Office based - primarily in Ieper
Working hours:	37 hours per week.
Travel: <i>(when travel restrictions are lifted)</i>	Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport, car driving licence and ability to drive in Europe required
Right to work:	Must have the right to work in Belgium

COMMISSION BACKGROUND

The Commonwealth War Graves Commission honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Administers the payroll for Germany, the Netherlands and Austria, serves as backup for the payroll for Belgium, working closely with our external Payroll provider(s)
- Assists with general HR administration, including recruitment, benefits and training
- Runs HR reports and provide accurate and meaningful HR statistics in a timely manner
- Keeps trackers up to date and accurate at all times
- Assists with HR project work (e.g. translation of policies for each country) where required
- Prepares advice on a range of HR issues to Area staff and managers
- Prepares HR casework, including disciplinaries, grievances, absences, etc

Job Functional Knowledge

- Educated to graduate level, or demonstrable experience working in an HR and/or payroll capacity

Business Expertise

- Understands how the team and HRIS integrate with others in the Area

Leadership

- No direct reports

Problem Solving

- Ability to solve a variety of problems, some of which may be complex and/or sensitive basing decisions on prior experience, best practice, legislation and any precedents set

Nature of Impact

- Direct impact by ensuring the quality of the task/services/information provided by self and others: HRIS reports will impact the work and effectiveness of others

Area of Impact

- Primarily on closely related work teams: if service is incorrect this has some impact other team's performance (pay: motivation of employees, HRIS: quality of reports to steer for managers)

Interpersonal Skills

- Sound communication skills: requiring tact and diplomacy is a significant feature of the job: sensitive information.

PERSON SPECIFICATION

Education and Knowledge

Essential

- General Bachelor's degree or equivalent qualification/experience combined with the ability to demonstrate thorough experience/background in payroll processing (working with an external payroll provider) and HR.
- Knowledge of Belgian, and Dutch social law
- A sound basic knowledge of Belgian employment law
- Good written and verbal Dutch and English language skills

Desirable

- German social law
- Good written and verbal French and German language skills

Experience

Essential

- Experience of providing generalist HR advice to staff at all levels, including senior managers
Utilising a database and spreadsheets, extracting and analysing data as required
Administering a German payroll
Working in a public sector/not for profit organisation

Desirable

- Utilising an HR Information System
- A sound basic knowledge of German, Dutch and/or Austrian employment law
- Administering a payroll in Belgium, Netherlands and/or Austria
- Working for a global/multi-country organisation

Skills and Abilities

- Excellent attention to detail, with high levels of accuracy
- An excellent communicator, with the ability to provide technically sound advice and gently persuade others
- Goal focused and with the ability to find solutions to problems
- An intermediate level of computer skills, including Microsoft Word, Excel and PowerPoint
- Excellent planning and organisation skills
- Works effectively as part of a team
- Flexible and willing to help where needed
- Highly discrete and confidential
- Committed to continuous professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT



COMMONWEALTH
WAR GRAVES



- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: