

## HR Advisor

<b>Job Title:</b>	HR Advisor
<b>Location:</b>	London, UK
<b>Term of Contract:</b>	Full time, permanent

### Introduction

We are seeking an HR Advisor to join our small HR team in London. The HR Officer role will support the day-to-day HR function in London and 8 offices in sub-Saharan Africa.

Established in 2009, AgDevCo is a social impact investor and project developer operating exclusively in the agriculture sector in Africa. Our mission is to build successful African agribusiness through long-term investment and support to deliver positive impact at scale. We invest debt and equity in African agribusinesses to create jobs, improve food security, and boost prosperity. We have made over 65 investments to date, and committed \$135 million. Our investments offer a way of leveraging large amounts of private capital into socially-responsible farming and agri-processing businesses in Africa, with major benefits for smallholder farmers and local communities. We now have more than \$170m of capital to invest in a portfolio of investments in Tanzania, Mozambique, Ghana, Zambia, Malawi, Uganda, Rwanda and Sierra Leone, with a workforce of 80 people across the office in London and 8 offices in sub-Saharan Africa.

### Role

Reporting to the Head of HR, the duties of the role include:

### Responsibilities

- ▶ Supporting the implementation of HR initiatives
- ▶ Advising line managers and staff on HR policies and procedures
- ▶ Recruitment – writing job descriptions, advertising, use of agencies, arranging interviews and distributing all new starter paperwork including offers of employment, contracts of employment and service contracts
- ▶ Managing staff onboarding, induction and leaver processes
- ▶ Coordinating and tracking group training and development initiatives
- ▶ Providing support with employee relations matters, assisting managers in undertaking them, taking notes and writing confirmation and follow up letters with managers
- ▶ Supporting the annual Performance Review process
- ▶ Administering employee benefits, liaising with payroll provider and insurance broker in London
- ▶ Overseeing the maintenance of employee records across the group via the HR information system, including staff leave records (annual, sick, TOIL, etc.)

- ▶ Attending to staff requests and queries and liaising with those concerned to address their issues
- ▶ Ensuring HR letters issued to staff are according to the AgDevCo standard and templates
- ▶ Liaising with consultants and lawyers for the provision and upkeep of work permits for staff overseas staff
- ▶ Managing Health & Safety in London and advising the country offices on procedures
- ▶ Performing any other related task as directed by the Senior HR Manager and CEO.

### *Skills and experience*

The successful candidate will have:

- ▶ A Bachelor's Degree or equivalent professional CIPD qualification
- ▶ At least 3 years broad generalist HR experience
- ▶ HR skills in recruitment, employee terms and conditions
- ▶ Must be conversant with UK Employment Law
- ▶ International exposure; emerging markets experience desirable
- ▶ Compensation and benefits experience (preferably with some expatriate remuneration experience)

### *Personal attributes*

The successful candidate will have:

- ▶ Energetic drive and motivation; a self-starter
- ▶ Personal authority to influence HR advisory across regions
- ▶ Excellent interpersonal, written and verbal communication skills
- ▶ Strong team player