

## **JOB DESCRIPTION**

### **Position: Human Resources Manager**

#### **POSITION SCOPE**

Pure Earth seeks an experienced professional to serve as Manager of Human Resources at Pure Earth, and assist the organization to achieve its three year human resources strategic plan priorities, while entering into a growth period.

The ideal candidate will bring 5+ years of experience implementing and/or leading human resources-related functions serving domestic and international staff, including in recruitment, compensation, talent/people management, professional development, performance management, and other relevant HR policies and practices. Experience with growing organization is preferred.

The selected candidate will demonstrate both a commitment to building and maintaining an inclusive, equitable and diverse organizational culture in a supportive but fast-paced environment with the ability to coach, mentor and advise colleagues on best practices for management and employee engagement. Opportunity for long-term growth for a talented, qualified and motivated individual.

The Human Resources Manager will report directly to the Vice President, Operations and can expect to engage in the following responsibilities, all of which require significant independent judgement.

#### **JOB RESPONSIBILITIES**

##### **Recruitment**

- Review, finalize, and standardize job descriptions and ensuring compliance with the organization's compensation strategy
- Implementing and continually striving to improve the organization's recruitment process
- Ensure compliance with the organization's EEO/hiring policies and best practices, with aim to maintain a diverse talent pool
- Ensure hiring managers adhere to hiring policy, including providing occasional training support
- As requested and time allows, support hiring managers with recruiting tasks: job posting, candidate review, interviewing, and/or reference checks
- Draft offer letters and assist in acceptance negotiations as relevant

##### **Onboarding / Offboarding**

- Onboard and offboard global team members according to SOPs, including conducting exit interviews,
- Conduct team member training in organizational policies
- Organize and conduct new team member cohort orientations

##### **Performance Management**

- Implement performance management system, ensuring completion of annual performance assessments for all core team members and integration with organizational compensation structure, and ensure managers are trained, supported in the process
- Strengthen a culture of regular feedback

##### **Professional Development**

- Implement and enhance professional development program, in accordance with budget allocations
- Track achievement /progress of the professional development program
- Help identify training needs across the organization

### **Employee Relations & Organizational Work Culture**

- Help leadership ensure a safe, supportive, diverse, equitable and inclusive workplace, where team members thrive and do their best work; help organization retain talent
- Conduct employee satisfaction surveys and occasional EEO internal audits
- Assist Communications teams to organize global staff meetings and internal communications with aim to enhance opportunities for meaningful staff engagement, promote cross-learning/sharing, problem solving and other initiatives that contribute to the achievement of Pure Earth's mission and 3 year strategy.
- Identify areas for improvement, make recommendations to leadership and develop steps to ameliorate if/as/when necessary
- Ensure global team completes all legally required trainings, such as anti-harassment, and other organizational-wide HR training
- Act as the main point of contact for global staff on HR-related issues, including personnel interactions and best practices, as well as other HR related policy issues such as harassment, sexual harassment, discrimination, safeguarding, complaints or other.
- Provide counseling, coaching and/or recommend training courses to managers and employees as needed regarding day-to-day interactions and management techniques, including conflict de-escalation / resolution, inclusiveness
- Identify and handle employee relations issues quickly and decisively while exercising strong judgment and discretion
- Exercise independent judgment and discretion regarding resolution of HR issue, including referral of HR issues to leadership, legal counsel, PEO provider or outside experts as appropriate
- Organize quarterly staff luncheons, annual holiday parties, recognition of work anniversaries and other staff achievements

### **HR Compliance**

- Ensure compliance with relevant US labor laws, including classification
- Support global offices as needed with local HR compliance and/or obtain HR expertise: \*Note – country offices rely on local HR experts to set up employment and consulting contracts, but the HR Sr. Manager is responsible to ensure Country Directors are aware of and in compliance with HR and labor laws in each country of operation
- Periodically review HR policies, manuals and handbooks and revise/update the Policies as appropriate

### **General Administration**

- Report to Leadership on organizational HR trends (such as retention, turn over, satisfaction)
- Make recommendations for improvements to HR and related organizational processes and procedures along the employee life cycle from recruitment to offboarding
- Ensure impeccable HR record and document keeping and tracking, data protection, and confidentiality, including all HR related changes such as promotions, raises, changes in job classification, etc.
- Provide leadership with access to up to data and accurate HR information upon request
- Manage and implement various tasks on HR calendar
- Other HR and organizational policy review, updating, and implementation.

- Other tasks as delegated by the VP, Operations.

## QUALIFICATIONS

- Bachelor's degree in Human Resource Management, Business Administration, organizational Development or other highly relevant degree
- Master's Degree or additional HR Certifications preferred (such as PHR/SHRM-CP)
- 5+ years of progressively responsive HR experience in a similarly complex organization;
- Experience supporting teams that span US and international offices.
- Work experience in non profit highly preferred.
- Experience working with organizations undergoing rapid expansion
- Demonstrated success in fostering an inclusive, equitable working environment and creating diverse, high-performing teams.
- Knowledge and experience in major aspects of HR including talent acquisition and retention, HR risk and compliance, performance management, compensation and benefits, employee relations, conflict mitigation and resolution, organizational development, workforce planning, employee learning and development, conflict resolution, coaching and facilitation.
- A high level of emotional intelligence and ability to thoughtfully and accurately assess and resolve employee relations matters.
- An understanding of, sensitivity to and respect for diverse racial, socio-economic, ethnic, academic, religious and cultural backgrounds as well as identities.
- A collaborative, collegial style and a proven track record and commitment to mentoring and coaching staff and building internal leadership. A management style that fosters respect, teamwork and innovative approaches.
- Highly organized, attention to detail and ability to priority; ability to manage a high-volume workload; excellent time management skills.
- Strong interpersonal and communications skills and the ability to understand and handle sensitive and confidential information.
- Excellent writing, analytical, and oral communication skills.
- Fluency in oral and written English required; additional languages are a plus.
- Position is based in New York City.

Salary range: \$90,000 – \$115,000. Salary commensurate with experience.

**Candidates must possess authorization to work in the U.S.** Expected start date is March 17, 2025.

## EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation or any other protected status.

## WORK ENVIRONMENT

This is a full-time, exempt position, Monday – Friday, 9am – 5pm. Work is performed at a desk in an office environment. In person office minimum is Tuesdays and Wednesdays. Pure Earth's office is located at 475 Riverside Drive, Suite 860, New York City. Applicants must live in, or within commuting distance of, the New York City office, be willing to relocate at their own expense, or to travel to the office regularly at their own expense.

## HOW TO APPLY

Email a resume and cover letter as a single attachment to [jobs@pureearth.org](mailto:jobs@pureearth.org). Do not apply through an online job aggregator, as such applications will not be reviewed. Subject line must read "HR Manager" or application will not be received or reviewed. Deadline to apply: 15 March 2025. Only candidates selected for interviews will be contacted. **No phone calls will be accepted.** A skills test will be issued. Accommodations can be made upon request.