

Posting Title: Resource Partner, Programmes and Initiatives

Location: New York, NY

DUTIES AND RESPONSIBILITIES

- Support the strategic execution of the United Nations Global Compact (UNGC) by
 - Contributing input and recommendations on talent planning and resource allocation to the Executive Management Team (EMT).
 - Providing input into the UNGC's operations plan and budget.
 - Aligning the Foundation for the Global Compact (FGC) talent and work efforts around strategic priorities dictated by the EMT.
 - Working with EMT to translate strategy into team objectives for FGC talent.
 - Partnering with the EMT to set & track progress on FGC employees' work plans and overall strategy execution.
 - Administering quarterly objectives and key results, financial, BD updates and input into the Scorecard.
 - Escalating strategic risks and providing solutions and recommendations to the EMT.
- Lead talent allocation for FGC by
 - Assigning available FGC talent to projects based on their skills, experience and development goals.
 - Monitoring FGC talent utilization, workload and capacity.
 - Hiring new employees and contractors in accordance with project budget and business needs along with line manager.
 - Managing talent concerns by reallocating resources, adjusting goals or assigning additional staff as required.
 - Keeping informed on labor laws and trends in resource management.
- Serve as people leader to FGC talent by:
 - Modeling, reinforcing and coaching to UNGC Values and Behaviors, the unique purpose, strengths and culture of the organization.
 - Setting objectives & key results with FGC talent, ensuring alignment across teams and connection to mission, vision and strategy.
 - Providing regular coaching to FGC talent based on stakeholder feedback.
 - Conducting monthly check-ins, midpoint and final performance reviews.
 - Driving team effectiveness, seamless collaboration and quality standards for high performance.
 - Developing and supervising performance improvement plans for underperformance.
 - Advising and coaching FGC talent around professional development goals and plans.



- Working with HR, orchestrating and/or leading training and development opportunities.
- Interacting regularly with talent to measure job satisfaction, employee engagement and providing support to help resolve workplace conflict.

COMPETENCIES

- **People Leadership:** Proven ability to lead and develop a team; engage and motivate others and contribute to initiatives and processes within the organization.
 - a. **Emotional Intelligence:** Capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically.
 - b. **Excellence in individual and team performance coaching:** Capacity to assess and understand individual and team strengths and weaknesses; ability to effectively utilize team members to complement and support each other; highly skilled at inquiry, active listening, task enabling, helping others take action & stay accountable.
 - c. **Diversity & Inclusion:** Creating a work environment that promotes a respect for diversity throughout the workplace, enabling all to fully participate, feel valued, be heard and belong. Provide an environment of fair treatment, access and opportunity for all FGC employees by meeting their individual and unique needs, while striving to identify and eliminate barriers, so that all FGC talent are able to fully participate, connect, and engage in all aspects of the organization without barriers or obstacles.
- **Relationship Management:** Ability to seamlessly collaborate with and effectively manage multiple stakeholders with different personalities.
- **Ethical Practice:** Ability to integrate core values, integrity and accountability throughout all organizational and business practices.
- **Critical Evaluation:** Ability to gather and interpret data to support making business decisions and recommendations. Ability to thrive in a complex environment and distill complex situations.
- **Project Management/ Resource Allocation:** Knowledge of fundamental project management processes, methodologies and tools & techniques and ability to adapt them to organization while assigning resources.
- **Agility:** Fast, curious learner who questions the status quo and is capable of making sense of complexity. Ability to connect actions / decisions to broader (downstream) implications and can adapt to achieve results.
- **Change Management:** Proficient in preparing, supporting, and guiding employees through day to day and organizational change.
- **Communication:** Ability to speak and write clearly and effectively; listen to others; correctly interpret messages; effectively convey information; demonstrate openness in sharing information and keeping people informed.
- **Environmental & Organizational Awareness:** Leverage environmental & organizational insight to improve talent and business outcomes; demonstrates enterprise thinking. Ability to understand the organization's overall strategy, operations and organizational model.
- **Global and Cultural Effectiveness:** Ability to value and consider the perspectives and backgrounds of all individuals.

UNGC VALUES & BEHAVIORS:

- **INTEGRITY:**
 - Be open and transparent: Share information and context for your decisions
 - Take responsibility: Be accountable for your choices and outcomes
 - Do what you say: Raise the bar through your actions
- **RESPECT FOR DIVERSITY:**
 - Listen and amplify: Ensure all voices are heard
 - Give & take honest feedback: Look for the positive and be constructive
 - Help others succeed: Know your strengths and leverage others'
- **PROFESSIONALISM:**
 - Aim for excellence: Build mastery and bring best practice
 - Tackle the hard stuff: Solve for root causes
 - Try new things and innovate: Take smart risks and learn from failure

EDUCATIONAL AND EXPERIENCE

- Advanced degree.
- Minimum of ten (10) years of relevant experience related to people management, resource allocation, project/programme management, administration, communication and/or relationship management.
- Experience working on issues related to sustainable companies and stakeholders is preferred - in particular, the UNGC's Ten Principles on human rights, labour, environment and anti-corruption; and the strategic actions businesses need to take to advance broader societal goals, such as the UN Sustainable Development Goals.
- Proficiency in English is essential (full command on both spoken and written). Knowledge of other UN official languages would be desirable.

STRATEGY EXECUTION SKILLS

- Proven ability to influence.
- Outstanding organizational skills.
- Must be able to manage multiple projects simultaneously.
- Must possess strong time management skills.
- Understands and addresses inter-dependencies and real issues in strategies within organizations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Must be flexible, resourceful and possess a keen ability to find solutions internally & externally.
- Must be able to think strategically and leverage that thinking into implementation and execution.
- Ability to gather and interpret data to support the decision-making process in making business decisions and recommendations.
- Ability to thrive in a complex environment and distill complex situations.

LEADERSHIP SKILLS

- Ability to translate organization vision into a project vision resulting in results.
- In-depth knowledge of performance metrics and providing coaching and feedback.
- Proven interpersonal and communication skills.



- Build and manage interpersonal relationships.
- Ability to keep projects moving toward successful completion in face of aggressive schedules and unknowns.
- Ability to recognize resistance and overcome it.
- Proven growth mindset/thinking in opportunities instead of barriers.

RECRUITMENT PROCESS

Please include the following materials in your e-mail submission to **hrinquiries@unglobalcompact.org_** with the subject heading:” **Resource Partner, Programmes and Initiatives**

1. Cover Letter
 2. Resume/CV
- Applications will be accepted until **30, June 2021**.
 - Given the anticipated volume of submissions, only highly qualified candidates will be contacted. No phone calls or unsolicited emails outside of the submission process.
 - Applicants must be authorized to work in United States. The Foundation for the Global Compact does not sponsor work visas

The Foundation for the Global Compact is committed to creating a diverse and inclusive environment of mutual respect. The Foundation for the Global Compact recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested.