

## **JOB DESCRIPTION**

**Job family (Internal):** HR Manager (Japan)

**Reports To:** Country Director

**Role (Internal):** Build

**Effective from:**

### **PURPOSE and SCOPE OF THE JOB**

Manage the full spectrum of HR functions and act as a strategic partner for Greenpeace Japan. Analyse, design, develop and execute HR infrastructure to be in compliance within local and organizational requirements. Develop and implement C&B structures, HR processes & policies, headcount requirements and planning.

The successful candidate in this role will be a dynamic, articulate person with exceptional communication skills and fully conversant with local employment laws and practices. An international background and ability to relate to other Greenpeace East Asia operating systems is also important.

### **RESPONSIBILITIES**

#### **HR Strategy**

- Lead the development and implementation of the HR strategy for Greenpeace Japan in conjunction with senior management. Contribute to the HR strategy development for Greenpeace East Asia.
- Ensure that the HR strategy aligns with the Greenpeace Japan's and Greenpeace East Asia's people and culture, and overall objectives.
- Monitor the strategy's effectiveness, and make updates as necessary.
- Develop and implement recruitment, staffing, compensation and benefits strategies for Greenpeace Japan.
- Formulate and implement HR policies for the organization; ensure that all HR policies and processes are aligned with the organization's direction and adapted to local culture.
- Maintain a good relationship or network with local government, HR community and consultants.

#### **Core HR Operations**

- Plan, maintain and monitor budgets and expenditure for HR. Delegate responsibility for specific budgets to team members as appropriate and approve expenditures within the authorization limit.
- Solve people issues collaboratively with other departments and encourage a partnership working environment with department heads.
- Effectively line-manage team members to ensure maximum performance from each individual, handle disciplinary issues when necessary. Organise work plans for each team member and delegate work effectively with due regard to experience, capacity and the need to develop staff.
- Provide inspiration, motivation, guidance and advice to team members across the range of HR activities, and training for less experienced members.
- Lead and facilitate conflict resolution processes for employees.

#### **Performance Management**

- Ensure that performance management systems and processes are fit for purpose, understood by all staff, and that all staff are complying with them.

## **Engagement with the GP Global Community**

- Work with GPEA People & Culture colleagues to ensure that GPJ is represented in the Greenpeace global human resources communities
- Work with GPEA People & Culture to ensure that GPJ is represented in the Greenpeace global L&D and D&I communities

## **D&I and Integrity**

- Ensure the Integrity and D&I policies are implemented accordingly, in conjunction with the Country Director and the Integrity Officer
- Support the recruitment of D&I and Integrity Officers where required

## **Culture and Organisational Development**

- Tracking organisational culture (staff survey annually, End of Year reporting, exit interviews)
- Supporting any change management processes within GPJ
- Adopt a proactive approach to the organizational change and respond effectively in alignment with the size and growth of the organization

## **Employment relations (labour law, contract etc)**

- Provide advice to GPJ Managers on HR/labour law matters.

## **COMPETENCY PROFILE (INTERNAL)**

1. Act with Integrity (3)
2. Demonstrate Resilience (3)
3. Manage Meetings (3)
4. Champion for Change (2)
5. Demonstrate Expertise (3)
6. Strive for Result & Quality (3)
7. Coordinate & Implement Plans (3)
8. Develop Plans (2)
9. Influence Others (3)
10. Negotiate with Others (3)
11. Build Networks (2)
12. Strategic Thinking (3)
13. Make Decisions (3)
14. Manage Others (3)
15. Empower & Enable People (3)
16. Resolve Conflict (3)

## **Skills and expertise required**

- Fluency in written and spoken Japanese and English
- A sound understanding of Diversity & Inclusion, differences in cultural practices
- Minimum of 5 years HR experience. Experience in international organisations an advantage
- Experience in managing staff from diverse backgrounds



- Ability to handle multiple tasks under pressure
- Knowledge and/or experience in conflict management
- Ability to work with internal communication systems and tools
- Computer literacy (word, excel, database)
- Commitment to the mission, principles and values of Greenpeace

**Work environment**

Travel may be required. Good communication skills in English, both written and spoken, are necessary.