

POSITION DESCRIPTION

The statements below is generic and may not describe all Department/Service/Unit work requirements inherent to the job.

Date of Review: 03.10.2016	Name of incumbent: Vacant	Supersedes & Replaces version: 25.01.2016	
Department: Supporting Services		Service / Unit: Human Resources	
Position Title: HR Projects & Partnering Intern		Business Title: HR Management Support	Location: Geneva
Job Category: Professional	Salary Class:	Hours: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT %	Travel: <input checked="" type="checkbox"/> Yes 5% <input type="checkbox"/> No
Title of Immediate Supervisor: EBU Head of Human Resources		Supervises Others: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes how many people?	

1. Department/Service/Unit Summary and Mission

The success of the EBU Human Resources Service is the result of the commitment, expertise, innovation capacity and teamwork capability of our employees.

EBU Human Resources enables EBU's highly skilled and engaged staff to operate efficiently world-wide, in a great variety of projects and settings.

2. Position Summary and Mission

Support to Human Resources Team, from purely transactional activity to significant projects; from problem solving to strategic support.

High technological content, working with social media tools, web apps and various internal and external websites in enhancement of the employee's engagement and HR's efficiency.

3. Principal Responsibilities of the position

Responsibility (What is done)	Content (How it is done, instruments, process)	Time spent [%]
Skills and Jobs editing	<ul style="list-style-type: none"> - Support in the creation of a Broadcasting skills database for EBU staff and Member organisations - Support and execution of the Position Description process - Contribution to workforce analytics, by choice and use of future-proof HR electronic Tools. 	30
Learning and Mobility	<ul style="list-style-type: none"> - Support to the Learning Management System, in the management of internal training programmes, job shadowing and Mentoring programmes - Support and co-ordination of the Members' HR Curriculum, as bespoke training programme for HR Executives in Media - Participation in the co-ordination of Member related exchange programmes and task forces 	30
Documentation and EVP	<ul style="list-style-type: none"> - Maintenance and compliance of the HR handbook and internal HR documentation. - Support in Employee induction programs. - Support to the internal and external web presence through improvements to the Employer branding and the Employee Value Proposition. 	30
Ad hoc Support	<ul style="list-style-type: none"> - Support to Head of Human Resources for various HR Community facing and Networking activities - Support to HR Partner Team - Ad hoc support on other HR internal or cross departmental projects 	30

4. Leadership and People Management:

Management Path

Professional <input checked="" type="checkbox"/>	Project Manager <input type="checkbox"/>	Team Leader <input type="checkbox"/>	Manager <input type="checkbox"/>	Senior Manager <input type="checkbox"/>
Individual contributor, no direct responsibility for leading others	Advises and coordinates work teams; answers complex questions functioning as an expert resource; Performs the same and higher level tasks as team.	Coaches team members in skills; leads, schedules, allocates and monitors work. Participates in the selection process of new employees and performance management.	Directs a senior team or more than one team, determines team structure and roles of members. Takes active part in hires, performance reviews, comp & and bens , and discipline issues.	Responsible for multiple units of Team Leaders, Managers and top experts. Has proven track record in leading with impact.

Expert Path

Expert <input type="checkbox"/>	Senior Expert <input type="checkbox"/>	Top Expert <input type="checkbox"/>
The Expert is a highly skilled professional in a specific area	The Senior Expert is recognized as a leader in her/his field within a function area; with no people management responsibilities.	The Top Expert is recognized as the absolute "guru" in her/his field; with no people management responsibilities.

5. Complexity of Work:

- 1) **Defined:** Either operational, financial or human – easily understood, scope of problem is well-defined.
- 2) **Difficult:** Either operational, financial or human – Not easily understood, requires understanding of other disciplines and job areas.
- 3) **Complex:** Requires broad-based solutions considering two of three dimensions – operational, financial and human. Analytical ability is clearly required.
- 4) **Multi-dimensional:** Involved directly in all three dimensions – operational, financial and human.

6. Impact:

- 1) **Limited:** Hard to identify contribution to achievement of results, influence is limited by strong direction.
- 2) **Some:** Easily discernible or measurable contribution that usually leads indirectly to achievement of results.
- 3) **Direct:** Directly and clearly influences the course of action that determines the achievement of results.
- 4) **Significant:** Quite marked contribution with authority of a frontline or primary nature.
- 5) **Major:** Predominant authority in determining the achievement of key results.

7. Financial Responsibility:

None

8. Principal Contacts and Communications:

Internal:

EBU Staff and Management

External:

Providers, Recruitment Agencies, Members

9. Formal Education:

- Professional/High School
 PhD, subject:
- Master's Degree, subject:
 Other (please specify):
- Human Sciences or Applied Technology*

10. Practical Experience:

1 – 2 Years of experience in an international environment (internships)

11. Language Skills Required:

List specific languages :	English	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input checked="" type="checkbox"/> Proficient	<input type="checkbox"/> Native
	French	<input type="checkbox"/> Basic	<input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> Proficient	<input type="checkbox"/> Native
	Other:	<input type="checkbox"/> Basic	<input type="checkbox"/> Advanced	<input type="checkbox"/> Proficient	<input type="checkbox"/> Native

12. Specific Qualifications and Experience

- Very good command of Information Technology for HR
- Self-motivated and able to grasp new concepts quickly
- Ability to work independently and to prioritize workload
- Faculty to anticipate, foster and adapt to change
- Effective communicator
- Resilient optimist who knows how to manage stress

13. Signatures

Employee	Manager	Director	Human Resources
_____	_____	_____	_____
Date and signature	Date and signature	Date and signature	Date and signature

14. EBU Staff Values:

Values	Descriptive Statement
Team Spirit & Performance	<ul style="list-style-type: none"> ➤ We join forces across the organisation to reach our goals ➤ We aim for excellence in every aspect of our work ➤ We actively share knowledge and best practices
Respect & Recognition	<ul style="list-style-type: none"> ➤ We treat others with respect and recognise their diversity ➤ We give clear and timely feedback ➤ We give credit to our colleagues for their contributions and achievements
Accountability & Responsibility	<ul style="list-style-type: none"> ➤ We are accountable for our actions and behaviour ➤ We deliver our work on time ➤ We communicate our actions and decisions transparently
Creativity & Innovation	<ul style="list-style-type: none"> ➤ We look for better ways to get things done ➤ We seek and embrace innovative ideas ➤ We transform our best ideas into reality
Service & Solutions	<ul style="list-style-type: none"> ➤ We engage with our Members and customers and act on their requests ➤ We connect the relevant people to find the best solutions ➤ We go the extra mile