

## Role Description | Human Resources Responsible

*Team* | EFPSA Office

*Accountable to* | Secretary General

### *Purpose of the Role*

- To oversee, manage and evaluate the Working Community working practice with the aim of developing the Federation

### *Main Responsibilities*

- Organising, conducting, and evaluating quarterly online Team Evaluations and creating a report
- Being available for any needs and concerns of members of the Working Community in the form of guidance (eg. coaching, conflict resolution)
- Fostering the well-being of the Working Community through the well-being project

### *Tasks*

- Preparing the documents needed for the online Team Evaluations, including the Google Form and report template.
- Scheduling online meetings with all the teams in the Working Community.
- Hearing and resolving members concerns and being available for meetings about issues.
- Recommending training to teams that may require it and collaborating with the Training Office.
- Conducting and analysing exit interview forms and recommending changes to the team.
- Closely collaborating with the Data Analysis Responsible for the Quantitative Data of the Team evaluations.
- Collaboration on training needs analysis together with the help of Internal Training Responsible.
- Help the Board with Interviews with EFPSA representatives applicants
- Help with the application process of events and calls,
- Closely collaborating with the Board in planning and restructuring positions in the Working Community.

### *Requirements*

- A strong command of the English language
- Strong interest and knowledge of Organisational, Personnel and Work Psychology
- Organisational skills
- Experience in good working practices and administration
- Strong Communication skills
- Conflict management skills
- A systematic approach to problem-solving
- Knowledge of interview techniques
- Knowledge of EFPSA structure (preferably)
- Aspiration for motivating others

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state interest in this position, please contact the current Human Resources Responsible at [hr@efpsa.org](mailto:hr@efpsa.org)