Role Description | Human Resources Responsible (HRR)

Team | Human Resources Office (HRO)
Accountable to | Human Resources Coordinator (HRC); Secretary General

Purpose of the Role

- To evaluate and foster the working practice of the Working Community with the aim of developing the Federation
- To evaluate the recruitment process and ongoing working practice of the Working Community members

Main Responsibilities

- Recruitment of the Working Community members during the mandate.
- Organising and conducting half-yearly Team Evaluations and creating a detailed report for the Board of EFPSA. Evaluations should be focused on the team’s activities, atmosphere, major accomplishments and challenges,
- Being available for the needs and concerns of members of the Working Community and Supporting Community.

Tasks

- Taking part in biweekly meetings of the Human Resources Office (HRO) every two weeks.
- Preparing the documents needed for the Team, including but not limited to, the Google Forms and a report template.
- Scheduling online evaluation meetings with all the teams in the Working Community.
- Supporting the Human Resources Coordinator (HRC) in the recruitment of the Working Community.
- Updating Role Descriptions and re-evaluating positions in the Working Community.
- Together with the Coaching & Mediation Responsible (CMR), hearing and resolving members’ concerns and being available for meetings about presented issues.
- Together with the Coaching & Mediation Responsible (CMR), recommending training sessions to teams that might require them, in collaboration with the Training Office (TO).
- Supporting the Coaching & Mediation Responsible (CMR) on writing Guidelines & Internal Policies.
- Conducting and analysing exit interviews and recommending changes to a given team.
- Closely collaborating with the Data Analysis Responsible (DAR) for Team Evaluations.
● Collaborating with other teams of EFPSA in regards to evaluating the work of the Supporting Community (e.g. Student Researchers; Mind the Mind & Better Together Local Coordinators).

Requirements

● A strong command of the English language,
● Strong interest and knowledge of Organisational Psychology,
● Organisational skills,
● Experience in efficient volunteering working practices and team administration,
● A systematic approach to problem-solving,
● Strong communication skills
● Conflict management skills.

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 Secretary General at secretary@efpsa.org.