

Role Description | Human Resources (Office) Coordinator (HRC)

Team | Human Resources Office (HRO)

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 and its working members.
- To manage and continuously develop EFPSA's internal processes.

Main Responsibilities

- To oversee the work of the Human Resources Office (HRO).
- To coordinate the recruitment of the Working Community members during the mandate.
- To ensure regular Team Reports (carried out by Community Responsible; Coaching & Mediation Responsible) and Team Evaluations (carried out by Human Resources Responsible) are being written and forwarded to the Board.
- Being available for any needs and concerns of members of the Board of EFPSA.

Tasks

- Supporting and overseeing the work of all Human Resources Office (HRO) members.
- Maintaining a constant flow of communication with the Secretary General.
- Scheduling and facilitating HRO meetings every two weeks.
- Taking care of documentation and archiving of the HRO's practices.
- Coordinating the recruitment process of the Executive Board of EFPSA.
- Establishing and updating semi-structured interview questions for the Executive Board and creating an interview scoring system.
- Organising and conducting two Team Evaluation sessions with the Board of EFPSA. Evaluations should be focused on the Board's activities, atmosphere, major accomplishments and challenges.
- Creating effective recruitment strategies in collaboration with the Marketing Office, Teams of the Executive Board and Member Representatives.
- Helping out Board Responsibles and Team Coordinators with Executive Board interviews.
- Creating and updating collaboration guidelines for teams of the Executive Board.

- Proposing “EFPSA Holidays” for the whole Working Community or individual teams and ensuring that holidays are being acknowledged and respected.
- Organising and updating the Onboarding Package for newly recruited volunteers, together with the Presidential Office.
- Joining Board Meetings every 1-2 months to give updates on the Federation and check on the Board’s working practice.
- In collaboration with the Human Resources Responsibles (HRRs) and the Training Office (TO): Educating coordinators on performing a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis with their teams by the end of the mandate (for Knowledge Transfer purposes).

Requirements

- Organisational skills,
- Structured working style,
- Strong command of the English language,
- Proactive attitude, especially in the online environment,
- Excellent communication skills,
- Strong knowledge of EFPSA’s structure and working practices,
- Aspiration for motivating others,
- Strong interest and knowledge Work and Organisational Psychology (preferred),
- Previous experience in the EFPSA Working Community (preferred),
- Experience in coordinating teamwork and understanding team dynamics (preferred),
- Willingness to develop and improve the position and team,
- Previous experience as a Human Resources Responsible (preferred)

Please note that roles in EFPSA 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.