Role Description | People & Culture Responsible (PCR)

Team | People & Culture Office (PCO)
Accountable to | People & Culture Coordinator (PCC); Secretary General

Purpose of the Role

- To evaluate and foster the working practices of the Working Community with the aim of developing the Federation.
- To foster the wellbeing, collaboration, communication, engagement and retention of the Working Community members.

Main Responsibilities

- Contributing to the recruitment and selection 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.
- Supporting Coordinators and Board members in leadership matters.
- Supporting and coordinating Coordinators/Board Responsibles in carrying out quarterly team reports.

Tasks

- Taking part in the regular meetings of the People & Culture Office (PCO).
- 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.
● Following up on team’s issues, supporting Team Members, Coordinators, and Board Responsibilities in tackling issues and improving work practices and interpersonal connections within and between teams.
● Supporting the Board in the recruitment of the Working Community.
● Updating Role Descriptions and re-evaluating positions in the Working Community.
● Together with other members of the People & Culture Office, hearing and resolving members’ concerns and being available for meetings about presented issues.
● Recommending training sessions to teams, in collaboration with the Training Office (TO).
● Supporting the People & Culture Coordinator (PCC) 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.