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| **PERIOD** | (depending on Closure Plan) |
| **LOCATION** | (as appropriate) |
| **REPORTS TO** | (relevant Manager) |

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| **PURPOSE**  Develop and manage the overall programme for the closure of (detail the specific office) |

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| **KEY RESPONSIBILITIES**  Working with the management team, develop the Closure Plan for [location], using any organisational Closure Plan Guidelines as a reference document and gaining full engagement with the management team to ensure that all requirements and needs for that location are fully incorporated into the Plan. This will include:  Staff consultation and individual employee discussion  Determination of approach to programme closure, including expected termination dates of all staff  Finalisation of redundancy payments and provision of post-employment support  Effective resolution of disputes  Management of financial costs of closure  Successful completion of all organisational closure requirements  Management of organisational risk and maintenance of the organisation’s reputation throughout the closure process  Once developed, follow the Closure Plan to lead and manage an effective organisational closure, ensuring that all legal and organisational requirements are adhered to and that the closure is achieved with minimal programme disruption.  Work with the Senior Management Team and all managers to ensure they are fully appreciative of the impact of the programme closure activities on their day to day operations and plan programme delivery within the broader context of programme closure.  Establish good working relationships with local authorities to ensure that all organisational activities are developed and implemented in accordance with country legal requirements and consider courtesy expectations.  Pay particular attention to, and address, local sensitivities regarding programme closure and organisational withdrawal from a vulnerable area. Ensure that staff are protected at all times.  Provide regular updates and reports as required to keep relevant staff fully informed of the closure progress. Ensure good records and detailed notes of all activities are made and kept for referral and future reference.  Ensure risk assessment and risk management plans are kept up-to-date and reflect the closure process  Provide feedback to Country Programme Manager, Regional HR Manager and others regarding lessons learned and ways of improving future closure activities. |  | **KEY SKILLS**   1. Excellent analytical and critical thinking ability 2. Extensive experience with and proven ability to implement organisational change management initiatives 3. Proven project management and organisational skills with relevant experience in large-scale organisational closure activities 4. Excellent communication, facilitation and influencing skills with ability to work with staff at all levels, but particularly senior staff. Capable of representing the organisation with external partners and organisations, often in high profile environments 5. Strong human resource management experience in all HR functional areas, working at senior management levels 6. Fluency in written/spoken [language as appropriate] is essential. Other language skills are an advantage 7. Flexible and adaptable, capable of managing multiple priorities in a fast changing and demanding environment 8. Very strong initiative, self-awareness and self-motivation to deliver results and work well under pressure 9. Evidence of sound judgement and proven decision making capability working with significant levels of autonomy. Able to bear and manage considerable responsibility without recourse to additional HR support 10. Understanding of and experience with the complexities of working in a multicultural environment 11. Professional qualifications in human resource management and/or substantial senior HR experience 12. Ability to travel frequently and at short notice, including to remote locations |