



## JOB DESCRIPTION

# DIRECTOR OF PEOPLE AND VALUES



**SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://WWW.DURRELL.ORG)**

**DURRELL WILDLIFE CONSERVATION TRUST** is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1  
**DURRELL WILDLIFE CONSERVATION TRUST - UK** is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989  
**REGISTERED COMPANY NUMBER** 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

**PATRON** HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD



# INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence  
in animal husbandry,  
research, training and  
education**



**Training future  
conservation practitioners  
and monitoring and  
evaluating conservation  
science which underpins  
all Durrell activities**



**Conservation action  
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

# OUR VALUES

## PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

## ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

## SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



# JOB PURPOSE

To provide a full range of Human Resource Services to CEO, Senior Management Team and employee including advice and solutions to support the delivery of the business goals. The Director of People and Values will be required to put into place the people processes and practices that will underpin their success as Durrell continues to grow.

**DIRECTOR OF PEOPLE  
AND VALUES**

**DEPARTMENT**  
People and Values

**REPORTS TO**  
Chief Executive Officer

**TERM**  
Permanent

**LOCATION**  
Jersey



# PRINCIPAL ACCOUNTABILITIES

## CEO/SENIOR MANAGEMENT TEAM

- Devise and lead on global People and Values initiatives, communicating and directing on strategy and implementation.
  - Give counsel and oversee all escalated People and Values compliance, risk, and performance management issues.
  - Coordinate remuneration policies and advise CEO / SMT on employee salaries in reference to external benchmarks.
  - Provide support to the CEO and SMT on all employee related matters.
  - Champion change initiatives with buy in and support from SMT.
  - New strategy and strategic resource plan development.
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## PEOPLE AND VALUES TEAM MANAGEMENT

- Overall management of the People and Values team (including Head of People and Values, Volunteer Manager, People and Values Advisor and People and Values Administrators).
  - To oversee (as a combined effort with Director of Field Programmes) and guide People and Values personnel within the Madagascar field site.
  - Continuously review the responsibilities of the People and Values department and make bold decisions where necessary.
  - Consider the current structure and provide a strategic overview of future needs.
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## POLICY AND PROCEDURE

- To develop and implement Durrell's People and Values strategy, to provide a sound basis for managing, developing, and supporting Durrell's highly valued employees and ensure that the people policies and practices support attraction and retention.
- To devise and implement a comprehensive set of terms of employment and supporting policies to suit the changing needs of Durrell (globally) and comply with legal requirements and accepted best practice.
- To review and where required, update such terms, policies, and job descriptions on a regular basis to ensure most effective management of the people and values function and full compliance with changing employment laws and best practice.
- To advise on required updates of the Employee Handbook (globally) covering contracted terms, policies and procedures and legislative requirements.
- Ensure legal compliance is met within all People and Values activities.
- Maintain positive and collaborative external relationships with local State Authority departments, and British and Irish Association of Zoos and Aquariums (BIAZA) Mission enabling HR forum members.



## HEALTH, WELLBEING AND ENGAGEMENT

- To implement and oversee a comprehensive global employee Health and Wellbeing strategy to include facets such as, but not limited to (EAP / counselling / resilience and management training / wellness action plans / ambassador schemes).
  - Establish departmental accountabilities for Durrell's range of health and wellbeing solutions.
  - Support Director of Field Programmes with updating and centralising a robust Security, Health, and Safety policy for Durrell's field teams.
  - Guide and support employee change programmes and coordinate the appropriate internal communication activities.
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## BUDGET, REMUNERATION AND BENEFITS

- Annual review of remuneration and benefits package (benchmarking and internal review) to ensure statutory requirements are met and Durrell remain competitive within financial limitations as a charity.
- Control People and Values budget (to include salaries, training, and benefits) and report on current and future headcount costs and initiatives.
- To prepare and present annual reporting in preparation for the remuneration committee meeting.
- To manage Durrell's personnel and payroll systems / software - primarily Profile Enterprise and Sage.
- Oversee and authorise communications relating to remuneration, promotions, and various changes in employment benefits to employee.
- To maintain Durrell's Pension Scheme database, providing a monthly schedule for the Administrators and ensure all relevant paperwork is completed for employee joining and/or leaving the Scheme and/or general change of details.
- Oversee preparations for ITIS monthly/annual returns and ensure Durrell's employee's tax references are recorded and actioned.
- To ensure that all employee related insurance policies are reviewed and assessed (including Death in Service, Private Medical, Global Healthcare, and Income Protection).
- To ensure accurate and timely statutory reporting.
- To identify a new software system to future proof People and Values function in conjunction with the Director of Finance and Commercial.

## RECRUITMENT, SELECTION AND INDUCTION

- To oversee all recruitment procedures including selection, interviewing, talent pools and onboarding in line with Durrell's people values and in accordance with statutory requirements.
  - To attend all senior second stage interviews to ensure candidate suitability in terms of behaviours aligned to our People Values.
  - To oversee development of employee inductions ensuring a comprehensive introduction to Durrell.
  - To support key employees with licence applications to the Population Office and ensure adherence to local legislations and statutory bi-annual reporting.
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## PERFORMANCE REVIEW AND DEVELOPMENT

- Champion a performance culture and continuously review employee development making recommendations for improvements.
  - To organise annual employee development and evaluation through the appraisal process and ensure all employee reviews (in terms of skill and behavioural competency) are recorded, analysed, and prioritised in accordance with Durrell's values commitment, and training and development strategy.
  - To be the central point for training requests and to manage the central training budget.
  - To liaise with Head of Departments to source appropriate and cost-effective development training courses, within agreed limits of resources.
  - With the SMT, develop the employee experience, creating learning paths and review processes.
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## PERFORMANCE MANAGEMENT

- Provide guidance and lead on any Disciplinary and Grievance procedures or any other aspects of Durrell's employment policies.
- Advise on all complex policy, process and employee relations queries that have been escalated to the People and Values team.

# KNOWLEDGE, SKILL AND ABILITY

- Minimum 7 years' experience at a senior level in a People Practice management role.
- CIPD level 7 desirable.
- Solid employment law knowledge and proven experience of applying updated legislation to a variety of people practice situations (globally)
- Experience and knowledge of successful Health and Wellbeing strategies to support a diverse workforce.
- Ability to demonstrate experience in performance management strategy.
- Experience in remuneration review and global salary budget preparation.
- Experience of managing the diverse requirements of a People and Values function in an international organisation covering multiple jurisdictions.
- Ability to balance interests of individual employee with those of the organisation.
- Good time management and organisational skills as well as good communications skills, oral and written.
- Experience working for a multi-site organisation and preferably working in a varied global landscape an advantage.
- IT literate and ability to adapt to new computer programmes or systems as required (Office 365 an advantage).

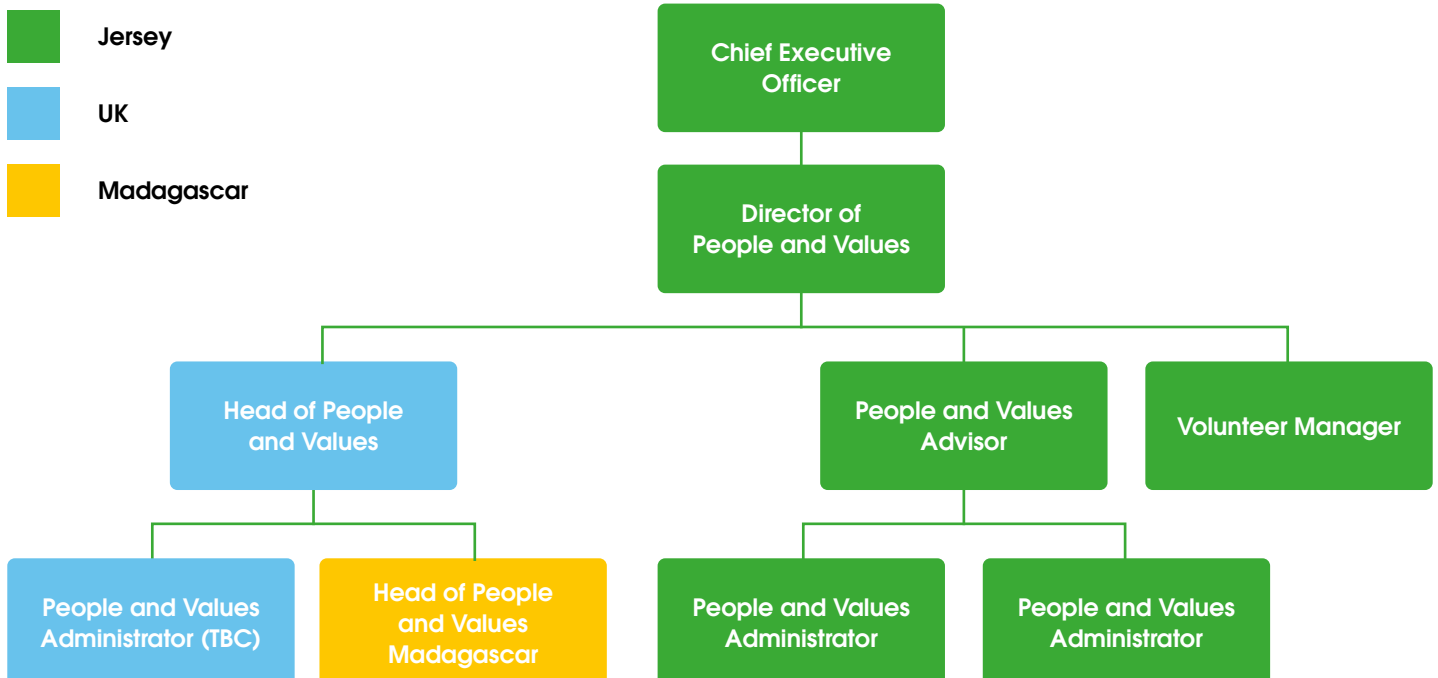




# BEHAVIOURS AND VALUES

- Positive outlook and 'can do' attitude is vital.
  - Ability to remain calm under pressure with an ability to support other during periods of heightened stress.
  - Must be able to combine this Director role with a 'roll your sleeves up' type approach,
  - Excellent communication skills with confidence to deliver bad news and offer pragmatic solutions.
  - Promotes confidentiality in the workplace.
  - Evidence of having a passion for collaborating with people and working beyond the confines of the job description.
  - Enthusiastic, mature and confidential, able to gain confidence of employees at all levels.
  - Competent with conflict resolution.
  - Ability to mentor managers about performance management.
  - An individual people can freely go to for counsel and support.
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## TEAM ORGANOGRAM



# OUR LOCATION



Durrell Wildlife Conservation Trust, Les Augres Manor,  
La Profonde Rue, Trinity, Jersey, JE3 5BP