



# MedAccess

Human Resources Associate (HR Advisor)



Prepared By

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# Background to MedAccess

We live in a golden age of medical science. But over two billion people can't access the medicines they need, causing preventable illness, disease and death.

*We're here to change that.*

MedAccess is a social enterprise committed to improving health in more than 90 countries. Our mission is to cut illness and death by speeding up access to lifesaving vaccines, medicines, diagnostics and technologies for people in underserved communities.

We broker and finance agreements – which otherwise wouldn't be made – to bring medical innovations to more people, in more countries, as quickly as possible. In our first five years we have helped to accelerate access to products to tackle HIV, malaria, tuberculosis, syphilis and COVID-19.

We bring financial rigour and commercial acumen to address some of the most pressing global health needs. Using \$200 million capital from British International Investment, our team of global health and investment experts shape agreements that lower prices and secure supply of medical products.

We are doers with big dreams, busy trying to change the world. Our team is purpose-driven, inspiring, and innovative. We start from where partners are and work together to get where we need to be. But we're not afraid to go against the grain – in fact, we pride ourselves on our honest and original approach and unconventional thinking.





## Our work is underpinned by our five core values:

- ▶ We are mission driven
- ▶ We are humble
- ▶ We are relentless about rigour
- ▶ We build trust
- ▶ We invest in people

We are independent and not-for-profit, with any operating surpluses invested into developing new agreements to accelerate access to healthcare.

To find out more about our mission, our impact, our values and our innovative finance tools, please visit [www.medaccess.org](http://www.medaccess.org)

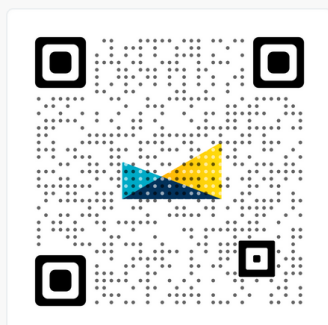




## Human Resources Associate (HR Advisor)

**Duration:** Permanent    **Reports to:** Head of Human Resources    **Location:** London, UK

This is an exciting opportunity to join MedAccess. Reporting to Head of Human Resources (HR) the HR Associate is a newly created hands on role designed to deliver a best in class HR service. The Associate will play a central role in operationalising HR best practice to help position MedAccess for significant long-term impact in global health. A true generalist role, the Associate will have a broad remit covering the employee life cycle, HRIS, cyclical HR processes and key organisational development initiatives to ensure that we attract, develop and retain our people. MedAccess is ever evolving and there will be huge scope and opportunity to be involved in various projects including Diversity, Equity and Inclusion initiatives.



Scan QR code to apply for the role



## *Operational HR service*

- Take responsibility for HRIS and ATS (currently PeopleHR) to provide robust and regular management information – e.g. recruitment statistics
- Provide quarterly team updates on all HR activities
- Work closely with the outsourced payroll function (currently BDO) to deliver monthly payroll and liaise with benefits providers
- Manage all administrative aspects of the employee life cycle including management of the probation process
- Provide timely information to ensure that immigration duties are fulfilled with the Home Office for all sponsored employees, in conjunction with advisors Newland Chase
- Maintain up to date and appropriately branded HR documentation which reflect the MedAccess brand and are legally compliant
- Provide support on monitoring HR budget – managing invoices, relocation and immigration fees and recruitment costs

## *Talent management*

- Manage the recruitment process administration from end to end – considering developing improvements to ensure that the candidate journey is a great one
- Draft and agree job specs with the business, conduct screenings calls and manage interview stages for junior to mid level staff
- Work closely with the external relations team to ensure maximised social media coverage for all new roles
- Preparation of offer pack - manage the offer process and be the first point of contact throughout the onboarding process
- Work with Head HR to refine and improve the current onboarding and offboarding processes

## *HR policy & information*

- Maintain Employee Handbook and associated HR policies and procedures
- Work with the wider Operations team to ensure compliance and relevant policies
- Develop and maintain HR hub content as centralised portal for all HR information

## *Employee engagement & reward*

- As a wellness ambassador develop and promote company wellbeing programme
- Support on the annual compensation review
- Support Head HR in preparation for People & Remuneration Committee, Board and other sub committees

## *Organisational development*

- Administer performance management processes (currently Lattice) – objective setting, 360 reviews, mid year and year end reviews
- Monitor the Learning & Development (L&D) budget and ensure that the team are maximising their budget allocations
- Maintain an L&D framework to ensure that L&D interventions are meeting training needs and skills gaps
- Operationalise feedback by running regular pulse surveys and wider surveys – provide comprehensive readout materials to the team
- Work with Head HR to deliver, review and feedback the Staff Survey

## *Diversity, equity, inclusion (DEI) & culture*

- Take an active role in the DEI initiatives across MedAccess
- Devise content and provide support as a member of the company conference working group

## Background

- A minimum of three years HR work experience in a demanding and fast-paced environment
- Working towards or attained CIPD Level 5 qualified or degree qualified
- Demonstrable alignment with MedAccess mandate, mission and values
- Previous experience or knowledge of impact investing, life sciences, global health or consulting sectors preferred
- Experience working independently and across cross-functional teams

## Competencies

- Articulate: Excellent written and verbal communication
- Collaborative: High emotional intelligence; ability to collaborate with team and partners, including giving and receiving honest feedback
- Creative: Ability to adopt innovative approaches to problem solving
- Intellectually Curious: Personal desire to learn new things and explore new challenges including interest in innovative finance for development
- Self-starter: Independently motivated and comfortable with ambiguity

## Technical skills

- Excellent system skills – HR systems, Excel, Powerpoint
- Working knowledge of UK employment legislation and best practice
- Outstanding written and verbal communication skills
- Diplomatic and empathetic approach to stakeholder management
- Strong problem-solving and logical structuring skills
- Ability to adapt to fast-paced and changing environments

## Alignment with MedAccess values and behaviours

- Mission driven: Makes decisions based on the impact MedAccess can achieve; Goes further than expected; Keeps abreast of global health issues and social finance trends
- We are humble: Acknowledges lack of knowledge and welcomes input; Sees feedback as a gift and actively seek it; Seeks opportunities to champion the work of others; Flexible to work with priorities and preferences of others
- We are relentless about rigour: Uses high-quality evidence and data; Asks questions and challenge assumptions; Systematically reviews and refines work; Embraces scrutiny and transparency
- We build trust: Participates openly and is honest about vulnerabilities; keeps word and is accountable for actions; Acts to reduce bias and discrimination; Promotes respectful and inclusive environments
- We invest in people: Supports others in their quest for growth; Invests in the emotional wellbeing of others; Seeks out diverse views and voices; Builds and nurture positive relationships

***MedAccess is committed to diversity and inclusion and welcomes all applicants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or educational background.***



### Contact

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