

Terms of Reference

HR Specialist

Independent Contractor | Remote

Organisation	CCRIF SPC
Position Title	HR Specialist
Engagement Type	Independent Contractor
Reporting To	Chief Operations Officer (COO)
Work Arrangement	Fully Remote – Geographically Dispersed Team
Travel	Intermittent travel may be required for engagement activities and organisational meetings

1. Background

CCRIF SPC is a specialised regional organisation operating with a lean, fully remote team of independent contractors distributed across multiple jurisdictions. As the organisation continues to execute its strategic plan, there is a growing need for dedicated human resources expertise to support people operations at both a strategic and operational level.

CCRIF does not maintain an internal HR department. This engagement is intended to bring dedicated, independent HR expertise into the organisation, functioning outside the internal operational structure to provide objective, trusted advisory support and to build the people infrastructure required to advance CCRIF's strategic ambitions.

2. Purpose of the Engagement

The HR Specialist will serve in an independent advisory capacity, reporting directly to the COO and providing dedicated HR expertise. This positioning is intended to result in effective HR advisory support with objectivity, independence, and the ability to engage across the organisation without being embedded within it. The role combines strategic HR advisory functions with hands-on operational and administrative support, ensuring that people practices are aligned with organisational objectives and that CCRIF's contractor workforce is engaged, supported, and well-managed. The role will also focus on talent development, succession planning, and effective implementation and utilisation of Human Resources management systems.

3. Scope of Work

The HR Specialist will be responsible for, but not limited to, the following:

3.1 Strategic People Planning

- Support Executive Management to develop and implement a strategic people plan aligned with CCRIF's organisational strategy and growth objectives.
- Provide HR advisory input into workforce planning, organisational design, and capacity considerations to support the long-term sustainability of the team.
- Contribute to building a high-trust, results-oriented culture suited to a remote, geographically dispersed workforce.
- Support Executive Management with talent development by identifying training needs, professional development plans, career path mapping, coaching, and other related functions.
- Maintain and update the Succession Plan by identifying key roles and vulnerabilities, developing the readiness framework, contingency planning, and formalizing systems for cross-training across teams.

3.2 Contractor Engagement & Lifecycle Management

- Oversee the full contractor engagement lifecycle, from sourcing and contracting through to offboarding.
- Develop and manage structured onboarding and orientation processes that ensures new contractors are set up for success from day one.
- Design and implement intentional engagement practices that promote cohesion, well-being, and accountability across a remote and distributed team.
- Administer offboarding processes with appropriate safeguards, including the protection of intellectual property and organisational knowledge.

3.3 Policy Development & HR Governance

- Develop, maintain, and update HR policies, frameworks, and contractor handbooks that reflect best practice and are tailored to CCRIF's remote-first, multi-jurisdictional context.
- Establish and maintain accurate, well-organised contractor records and digital HR documentation.
- Ensure all policies and processes reflect current labour law requirements and are applied consistently across the organisation.

3.4 Labour Law & Compliance

- Provide guidance and oversight on independent contractor classification, contractual compliance, and labour law requirements across the jurisdictions in which CCRIF operates.
- Monitor regulatory developments relevant to CCRIF's workforce and proactively advise Executive Management on compliance risks or required adjustments.
- Ensure all contractor agreements, terms, and arrangements are legally sound and consistent with applicable laws.

3.5 Performance Management

- Support the design and implementation of a performance management framework suited to a remote, outcomes-focused team.
- Facilitate regular performance review processes, including goal-setting, check-ins, and feedback mechanisms.
- Advise on performance concerns, corrective action processes, and documentation in a manner that is fair, consistent, and legally compliant.
- Identify and address skill gaps, supporting professional development pathways that strengthen organisational capability.

3.6 Contractor Relations & Conflict Management

- Serve as a trusted advisor to the organisation on contractor-relations matters, including conflict resolution, mediation, and performance-related disputes.
- Monitor team culture and engagement through feedback mechanisms such as pulse surveys and recommend interventions to sustain a positive working environment.
- Manage sensitive matters with discretion, professionalism, and sound judgement.

3.7 HR Administration

- Manage day-to-day HR administrative functions, including maintaining contractor records, preparing engagement documentation, and supporting HR-related communications.
- Support the team with ad hoc people-related matters and organisational administration as required.
- Implement and utilize HR Management Software including roll out, data migration, training, process automation and reporting.

4. Required Qualifications & Experience

- A degree in Human Resources Management, Business Administration, Organisational Psychology, or a related field; a postgraduate qualification or relevant professional certification (e.g., SHRM, CIPD) is an asset.
- A minimum of seven (7) years of progressive HR experience, with demonstrated expertise across HR strategy, policy development, and operational HR functions.
- Proven experience managing independent contractor workforces and navigating multi-jurisdictional labour law and compliance requirements.
- Strong knowledge of HR governance, performance management frameworks, and contractor relations.
- Experience operating in a remote or virtual work environment, ideally within a small or lean organisational setting.
- Excellent written and verbal communication skills, with the ability to translate HR considerations into clear, practical guidance for senior leadership.
- High degree of discretion, professional integrity, and sound judgement in handling sensitive matters.
- Proficiency in HR information systems and digital tools for document management and HR administration.

5. Key Competencies

Strategic Thinking	Relationship Management
Ability to align people practices with organisational strategy in a lean, dynamic environment.	Skilled at building trust and fostering productive working relationships across a dispersed workforce.
Compliance Acumen	Adaptability

Sound understanding of multi-jurisdictional labour law and contractor compliance obligations.	Comfortable operating with a high degree of autonomy, self-direction, and flexibility in a remote-first setting.
Communication & Influence	Attention to Detail
Clear and confident communicator, able to advise and influence at senior levels.	Meticulous approach to documentation, record-keeping, and policy accuracy.

6. Key Deliverables

The HR Specialist will be expected to deliver:

- A strategic people plan aligned with CCRIF's organisational strategy, including workforce planning recommendations.
- Updated and fit-for-purpose contractor policies, frameworks, and handbooks.
- A structured contractor onboarding and offboarding process.
- A performance management framework, including review templates and supporting documentation.
- Maintained and organised contractor records and digital HR files.
- Ongoing HR advisory support to the COO across the full spectrum of people-related matters.

7. Reporting & Accountability

The HR Specialist will report directly to the Chief Operations Officer (COO). The standalone and advisory nature of this role requires the specialist to operate with significant professional autonomy, exercising independent judgement, managing the HR function proactively, and providing objective counsel without being embedded within the operational structure of the organisation. Regular check-ins and reporting cadences will be agreed with the COO at the commencement of the engagement.
