

CARDET is the largest independent, non-profit research and development organisation in Cyprus with a strong presence in Europe and the region. At CARDET we envision a just and sustainable world where people learn and flourish. Its mission is to design innovative education and services that empower individuals and communities to thrive. As the organization continues to grow, CARDET is investing in its People & Culture team — strengthening internal capacity to create a workplace where people feel valued, supported, and inspired.

People & Culture Manager (Full-time - Hybrid)

Application Deadline: June 30th, 2025

About the Role

CARDET is seeking an experienced and purpose-driven People & Culture Manager to lead and coordinate its internal HR function. The role is responsible for aligning people strategy with organizational goals, while ensuring smooth, inclusive, and effective day-to-day HR operations.

The People & Culture Manager will mentor and oversee the HR Officer and report to the Director of People, Culture & Happiness (at a strategic level), to help build a thriving workplace culture and deliver key priorities across the employee lifecycle.

Main Duties and Responsibilities of the Role

People & Culture Strategy

- Translate the organization's people and culture vision into clear systems, processes, and practices.
- Coordinate the delivery of HR strategy, policy, and compliance across all units.
- Contribute to the organisation's strategic planning for HR priorities such as performance, reward, recognition, employee wellbeing, and internal learning.

People Experience & Internal Communication

- Oversee the seamless execution of all core people-related processes, including recruitment, onboarding, probation, performance management, mentoring, learning, and offboarding.
- Provide guidance on employment law, HR compliance, GDPR, and ethical practices.
- Maintain updated job descriptions and job ads aligned with our banding and competency frameworks.
- Contribute to skills audits, career development pathways, and job banding.
- Supervise the preparation and quality of HR documentation (contracts, offer letters, certifications).
- Oversee training coordination and support internal L&D implementation.
- Lead the implementation of recognition programs and wellbeing schemes.

- Ensure the drafting, reviewing, and updating of HR policies takes place as needed, to reflect legal requirements and organizational culture.
- Lead planning and coordination of HR communications and activities across departments.
- Coordinate effective communication of HR policies and ensure practical adoption across teams.
- Propose and support initiatives that promote wellbeing, inclusion, and internal alignment with our values.

HR Systems, Metrics & Analytics

- Track, analyze, and report on HR data and employee insights to drive data-informed decision-making.
- Manage and optimize HR systems (e.g., PeopleHR, Knack) for operational efficiency and employee experience.
- Design and maintain dashboards to track workforce insights, engagement, and performance trends.
- Support continuous improvement of HR systems, AI use and digital tools to drive efficiency and transparency.

Strategic People & Culture Projects

Collaborate with the Director of People, Culture & Happiness to:

- Enhance the performance management and feedback culture.
- Develop inclusive reward and recognition frameworks.
- Shape a future-ready learning & upskilling strategy.
- Support leadership development.
- Strengthen internal communication and cross-departmental collaboration to foster a culture of clarity, accountability, and belonging.
- Design and deliver employee wellbeing and engagement initiatives that reflect our values.

Team Collaboration, Coaching & Support

- Mentor and support the HR Team.
- Coordinate closely with the Director of People, Culture & Happiness for strategic initiatives and policy development.
- Act as a trusted advisor to team leads and senior management, providing guidance on performance, team growth, and feedback.
- Champion a culture of continuous development and recognition.

What You Bring

This is a leadership role ideal for someone who combines strategic thinking, operational excellence, and a human-centered mindset to strengthen and sustain our people's experience and culture.

- Excellent interpersonal, communication, and presentation skills
- Strong organizational and coordination abilities across multiple stakeholders
- A proactive mindset with emotional intelligence and discretion
- Fluency in Greek and English, both written and spoken
- A strong sense of team spirit, collaboration, and work ethic

- Analytical thinking with the ability to generate creative, people-first solutions
- Resilience and adaptability in fast-changing environments, with a continuous learning attitude

Qualifications, Knowledge and Experience

- Bachelor's degree in HR Management, Organisational Psychology, Business Administration, or related field
- Master's degree in a related field
- Minimum 7–10 years of progressive HR experience, with demonstrated leadership in both strategic and operational capacities.
- Proven experience in people systems, HR strategy, learning & development, reward and recognition, and employee engagement
- Track record of success in performance and talent management processes
- Exposure to or involvement in DEI, wellbeing, reward frameworks, and culture-building initiatives (considered an asset)
- Strong familiarity with HR information and applicant tracking systems, digital tools, and data-informed HR practices

What we offer:

- A welcoming, inclusive and supportive workplace culture
- A purpose-driven role in a values-led organization
- A leadership role with strategic visibility and impact
- A comprehensive Employee Health & Wellbeing program
- Ongoing opportunities for lifelong learning and professional development
- Work that makes a meaningful contribution to society
- 13th salary & Provident Fund
- Generous annual and wellbeing leave
- Fully paid maternity and paternity leave
- Hybrid & flexible work options
- Travel opportunities for training and development

Transition Support Note

This role includes a transition support phase over the first 6-9 months, during which the Manager will provide additional hands-on support across key operational HR functions, in collaboration with the HR Officer. Once the People & Culture structure is fully restored, this involvement will shift toward oversight, coaching and mentoring, and strategic enablement. **During this support phase, the Manager may take direct responsibility for:**

- Onboarding coordination
- HR systems updates and data management
- Job description and banding updates
- Probation tracking and documentation
- Drafting or revising internal HR policies
- Employment contracts, announcements and other HR admin tasks

If this sounds like your next professional step and you're excited to shape meaningful HR experiences in a dynamic and people-first environment, we'd love to hear from you. Please submit your CV and cover letter by **June 30th, 2025** through the following [link](#).

To be considered for any of our positions, shortlisted applicants must complete a self-declaration form to confirm they have never been subject to sanctions (disciplinary, administrative or criminal), provide the contact details of at least 2 work related referees and certificates of clear criminal records by the Cyprus Police and be willing to provide samples of their work.

The position will remain open until it is filled. All applications will be treated in strict confidence.

Due to the large number of applications we receive, only shortlisted applicants will be contacted.

CARDET complies with GDPR. For details about our privacy policy, visit <https://www.cardet.org/privacy-policy>

Should you have any questions, don't hesitate to contact us at 22 002100.

CARDET is an HR Award-winning, equal opportunities, disability-confident, employer of choice. We have recently been accredited with the Sound Industrial Relations 2014 standard. We are committed to safeguarding and are against all forms of sexual abuse and exploitation.

