

Job Description

Role Title:	Head of HR Projects
School / Dept:	Human Resources
Grade:	8
Full or Part time:	Full time
Reports to:	Associate Director – Organisational Development, Change and Projects

MPF4206

Role Purpose

As Head of HR Projects, you will be required to lead and deliver all people elements of assigned projects. Working in partnership with the wider HR team, the Head of HR Projects will support the development of effective project governance - ensuring it is applied consistently, to support all essential people related change and will have responsibility for ensuring the project is effectively managed and delivers the defined benefits. You will line manage an HR Specialist (Projects).

Alongside leading the project governance, you will require experience as a HR practitioner and a track record in delivering HR projects which impact people. You will have a good understanding of employee relations and employment law to complement your project management skills. The role will blend both knowledge of HR process and best practice with a clear understanding of people related project management and change management.

In this role, the Head of HR Projects will be responsible for designing and delivering the people elements of projects that contribute to the University Strategy and People Plan. The Head of HR Projects will lead the scoping, design, consultation and assessment of people impact of projects which impact our workforce. This will be undertaken with a focus on enhancing both the colleague and student experience. You will also consider how we recruit, induct, onboard and develop the roles in scope of the project. You will also work closely with our managers and union colleagues in delivering projects.

The scope of projects you will lead on will vary depending on University needs, however they are likely to range from bespoke projects such as developing a long term solution for the usage of Hourly Paid Academics, refreshing and implementing a new approach to the Academic Career Framework and project managing any people impact associated with any organisational change. This is an exciting opportunity to lead significant HR projects which will really make a difference to both our colleague and student experience.

Principal Duties & Responsibilities

Project Governance & Management

- Lead and deliver on all people elements of the assigned project, with accountability to deliver within the given timeframes.
- Lead on and consider all associated risks to project delivery, ensuring issues are escalated as soon as reasonably practicable.

- Work with key stakeholders to develop the detailed people plans for the project, this will include considerations around Equality, Diversity and Inclusion, Finances, Resourcing, Academic Structures, Organisational Development, Employee Engagement etc.
- Ensure that project reporting is provided in line with governance requirements.
- Provide coaching and support to the key stakeholders to support the success of an assigned project.

Technical HR Project Definition and Delivery

- Undertake technical research to understand the current operating model for the project objectives, define what is working and challenges and produce options for further consideration and agreement.
- Design a programme of work, with specialist colleagues both within HR and the wider University community, and deliver to plan, using personal experience and insights to achieve project objectives.
- Establish and lead project working groups with stakeholders, including our trade unions, to enable effective engagement and consultation.
- Lead, advise, create and/or input into relevant parts of the projects business cases where required, ensuring they are fit for purpose and the content is consistently applied.
- Confidentially lead and manage sensitive project related HR issues, balancing requirement needs alongside employment legislation and ensure people risks are appropriately managed.
- Work closely and engage with all HR colleagues to ensure consistency and best practice across the university and that all specialist colleagues are engaged where appropriate.
- Build a strong external network to inform practice.

Trade Union Relationships

- Build and maintain a positive employee relations culture with organisational leaders and Trade Union colleagues. Build a culture of trust, respect and fairness between the University and employees.
- Develop effective and trusting relationships with senior officials in our recognised trade unions (UCU and Unison).

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Department
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial

and environmental sustainability of the University when undertaking all duties and aspects of the role.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D).

Qualifications

1. Hold MCIPD qualified or able to demonstrate equivalent substantial work experience (E)
2. An undergraduate degree (D)

Background and Experience

3. Demonstrable experience as a HR professional with a proven track record of delivering the people element of a project to time and in line with expected standards. (E)
4. Demonstrable experience of leading and enhancing the change experience for individuals. (E)
5. Demonstrable experience and understanding of project initiation, delivery and implementation. (E)
6. Experience of coaching managers with the ability to coach and influence senior leaders. (E)
7. Experience of line management (E)
8. Experience of project design, management and delivery and experience of delivering complex HR Projects. (E)

Knowledge

9. Employment Relations, current and pending employment law and its application. (E)
10. Trade Union legislation and best practice. (E)

Skills and Competencies

11. Well-developed communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience.. (E)
12. Able to work effectively with senior leaders, responding to different working styles; inspiring confidence and providing practical assistance to them when faced with difficult and sensitive organisational issues. (E)
13. An inquisitive mindset – the desire to constantly improve and develop practice within HR. (E)
14. A real commitment to team working (E)

15. Decisive – able to use knowledge to make decisions when required. (E)
16. Resilience and tenacity – it is important that you are able to respond to rapidly changing priorities, be prepared to take on tasks that you might not expect, and not be frustrated when things quickly change.
(E)