**Job Description**

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| **Role Title:** | HR Specialist - Projects |
| **School / Dept:** | Human Resources |
| **Reference:** | MPF2343 |
| **Grade:** | 7 |
| **Full or Part time:** | Full time **(FTC)** |
| **Hours:** | 1.0 FTE / 36.25 |
| **Reports to:** | HR Project Manager |

## Overview

We are at an interesting time for the Higher Education sector, with the current climate being shaped by several key trends and significant changes in technology advancements, student expectations, and students' demographics. To stay ahead of these changes and ensure sustainability, we are committed to doing things differently.

At the University of Salford, we are excited about the scope and opportunity to make a significant difference in the experience of our colleagues by developing and delivering a people strategy, projects, and change plans that create a step change in culture based on behaviours. This enables our colleagues to focus on our students, ensuring they have a great experience when they come to the University of Salford.

By embracing these trends and focusing on continuous improvement, we aim to navigate the evolving landscape of Higher Education effectively and sustainably.

If you have never worked in the Higher Education sector then you should, it is not like any other and it is a challenge every day. It is not for the faint hearted and is hard work (we do have some amazing benefits that reward us for our efforts though!).

Working in this sector is really rewarding. Yes, we are now more of a commercially focused sector, but we are all part of something exciting, we are all part of influencing someone's life and every time we take part in a graduation ceremony, we feel proud.

## Role Purpose

This role sits within the HR function and plays a significant part in the delivery of the University People Plan assisting colleagues from across the University in delivering strategic projects which are related to supporting our people to be their best.  Projects will cover the key elements of an academic environment including supporting our colleagues to delivery an excellent student experience and implementing best practise in academic research, as well as enabling professional services colleagues to excel in their roles.

The role holder will have experience in:

- Core, fundamental HR approaches
- Operational HR delivery
- Building trusting relationships with a wide variety of stakeholders
- Delivering projects either at an organisational or departmental level

## Principal Duties & Responsibilities

### Project Support & Coordination

- Assist in delivering all people elements of assigned projects, ensuring tasks are completed within the given timeframes.  Actively contributing to the creation of project plans and delivery of key actions.
- Monitor and report on project risks and issues, escalating them to the HR Project Manager as needed.
- Collaborate with key stakeholders to support the development of detailed people plans, including considerations around Equality, Diversity and Inclusion, Finances, Resourcing, University operating models, Organisational Development, and Employee Engagement.
- Prepare and maintain project documentation and reports in line with governance requirements.

- Provide administrative and logistical support to the HR Project Manager and key stakeholders to facilitate project success.

**Technical HR Project Assistance**

- Conduct research to support the understanding of internal practises, identifying strengths and challenges and sector best practise.
- Assist in designing and implementing a programme of work with specialist colleagues within HR and the wider University community.
- Support the establishment and coordination of project working groups, including engagement and consultation with stakeholders and trade unions.
- Contribute to the development and review of project business cases, ensuring they are fit for purpose and consistently applied.
- Handle sensitive project-related HR issues with confidentiality, balancing requirements with employment legislation and managing people risks appropriately.
- Engage with HR colleagues to ensure consistency and best practices across the university, involving specialist colleagues as needed.
- Build and maintain an external network to inform and enhance practice.

**Trade Union Relationships**

- Support the HR Project Manager in building and maintaining a positive employee relations culture with organisational leaders and Trade Union colleagues.
- Assist in developing effective and trusting relationships with senior officials in recognised trade unions (UCU and Unison).

**Other Responsibilities**

- Participate in a planned programme of professional development, maintaining continual growth in professional skills and knowledge essential to the position.

- Perform any other duties appropriate to the grade as may be required by the HR Division.

- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;

- 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

- To complete work and conduct oneself in accordance with the 'Salford Competencies' aligned to the grade of the role

- 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.

# University of Salford
## MANCHESTER

## Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

### Qualifications

1. Degree level or professional qualification, or relevant experience
   (E) (A)
2. Evidence of an ongoing commitment to personal development
   (D) (A) (I)

### Background and Experience

3. A proven experience in managing projects from initiation to completion.
   (E) (A) (I) (P)

4. The ability to define project scope, goals, and deliverables.
   (E) (A) (I) (P)

5. Experience in resource planning, risk management, and project scheduling.
   (D) (A) (I) (P)

6. Familiarity with project management methodologies.
   (D) (A) (I) (P)

7. An understanding of project management tools and software and MS Office skills.
   (D) (A) (I) (P)

8. Knowledge of governance frameworks and processes.
   (D) (A) (I) (P)

9. Experience in ensuring project compliance with governance standards.
   (D) (A) (I) (P)

### Knowledge

10. A comprehensive understanding of HR principles, practices, and procedures.
    (E) (A) (I) (P)

11. Proven experience in HR policy development and implementation.
    (E) (A) (I) (P)

12. Knowledge of employment law and compliance requirements.
    (D) (A) (I) (P)

**Skills and Competencies**

13. Excellent verbal and written communication skills.
    (E) (A) (I) (P)

14. The ability to build and maintain effective working relationships with stakeholders at all levels.
    (E) (A) (I) (P)

15. Strong negotiation and conflict resolution skills.
    (D) (A) (I) (P)

16. The ability to work independently and demonstrate initiative.
    (E) (A) (I) (P)

17. An enthusiastic approach to proactively identifying opportunities for improvement.
    (E) (A) (I) (P)

18. A forward-thinking approach to problem-solving.
    (D) (A) (I) (P)

19. The ability to anticipate challenges and develop strategies to address them.
    (D) (A) (I) (P)

20. Experience of thriving in a fast-paced environment.
    (E) (A) (I)

21. The ability to manage multiple priorities and meet tight deadlines.
    (E) (A) (I)

22. Skills in change management and overcoming resistance.
    (E) (A) (I) (P)

23. A passion to engage and motivate others to embrace change.
    (E) (A) (I)