HR Project Manager
Human Resources

Closing date: 19 May 2017
Interview date: 14 June 2017
Vacancy reference: 5690
INTRODUCTION

The University of York is a complex and expanding organisation undertaking high quality teaching and research with strong links to business and the wider community. The Human Resources function aims to provide a first class, professional function to the organisation. The function is structured into 3 teams: Operational HR Support, Specialist Services and HR services. This position will be based in Specialist Services.

The HR Project Manager will oversee the planning, monitoring and delivery of all strategic projects being run within HR through a programmes office they will also operate as a project manager to specific HR projects, contributing or leading particular work streams on these projects.
Main purpose of the role

To project manage and contribute to a number of key, strategic HR projects and oversee the programmes office to ensure all HR projects are planned, monitored and delivered.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Manage project scoping, planning, initiation, development, review and completion processes to achieve stated deliverables and milestones
- Provide effective management reporting to the project management board or other project governance body
- Lead on or contribute to specific pieces of work arising from projects, facilitating changes with HR colleagues when required
- Support the project leader in developing and maintaining agreed project plans defining criteria for control and management of the project
- Act as a representative and ambassador for the project and the HR Department in relationships with key stakeholders, internal departments and external bodies
- Work closely with colleagues in HR and other senior staff to ensure success of projects
- Generate ideas for new objectives within projects, prepare project briefs/plans and secure support or buy in from stakeholders
- Maintain professional contacts, interest and knowledge in the development of subject area
- Managerial responsibility for one member of staff, including all day to day matters and annual performance review and development
- Any other duties as appropriate
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>First degree (or equivalent)</td>
<td>Essential</td>
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<tr>
<td>CIPD qualified</td>
<td>Essential</td>
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<tr>
<td>Project management methodology eg prince</td>
<td>Desirable</td>
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### Knowledge

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<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Project management principles and practice</td>
<td>Essential</td>
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<tr>
<td>Emerging HR trends and best practice, especially in recruitment/talent management</td>
<td>Essential</td>
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<tr>
<td>Employment legislation</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Microsoft office suite</td>
<td>Essential</td>
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<tr>
<td>Strong analytical and problem solving skills</td>
<td>Essential</td>
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<tr>
<td>Highly effective communication and interpersonal skills</td>
<td>Essential</td>
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<tr>
<td>Well developed organisational planning and project management skills</td>
<td>Essential</td>
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<tr>
<td>Well-developed influencing skills</td>
<td>Essential</td>
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<tr>
<td>Facilitation skills</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

### Experience

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<th>Requirement</th>
<th>Essential/Desirable</th>
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<tr>
<td>At least 5 years senior HR experience in a large, complex organisation</td>
<td>Essential</td>
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<tr>
<td>Change management</td>
<td>Essential</td>
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<tr>
<td>Experienced user of IT systems and databases</td>
<td>Essential</td>
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<tr>
<td>1 to 2 years’ experience in either recruitment or talent management</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential/Desirable</th>
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<tr>
<td>Proactive team-based approach</td>
<td>Essential</td>
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<td>Ability to work independently as part of a broad overall programme</td>
<td>Essential</td>
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<tr>
<td>Ability to translate broad ideas and concepts into practical solutions</td>
<td>Essential</td>
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<tr>
<td>Personal drive to achieve outcomes</td>
<td>Essential</td>
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THE DEPARTMENT

The University employs over 4,000 staff across 30 Academic Departments and 10 Support Departments and has 16,000 students studying a wide range of Undergraduate and Postgraduate programmes.

The Human Resources (HR) Department aims to support staff and managers by developing and adopting a range of strategies, expert advice, information and operational services. The Human Resources operational services provides a range of professional HR services including: employment procedures (discipline, grievance, capability, etc.) advice and guidance, organisational development and optimising change management opportunities (including recommendations on appropriate structures, roles, skills, succession planning and job grading, employee engagement, reward issues and recruitment).
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2016 it is the centre for almost 16,000 students across more than 30 academic departments and research centres. In over 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The University has consistently been recognised as one of the leading Higher Education Institutes and is one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

We are proud of our association with Athena SWAN, holding ten awards in support of women in science, with gold awards for Chemistry and Biology as well as a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th on the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. With a compact and easy to get around design, York enjoys a safe, friendly atmosphere. The campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning space, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing all staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit Rewards Extra
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 5690
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 19 May 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to [helen.selvidge@york.ac.uk](mailto:helen.selvidge@york.ac.uk)

If you have any questions about your application, contact the HR Services team:

[recruitment@york.ac.uk](mailto:recruitment@york.ac.uk)

+44 (0)1904 324835