HR Project Manager

Department: HR, Strategic Change Programme

Hours of work: Full time/37 hours a week (1fte)

Contract type: 12 month Fixed Term Contract

Salary: £42,155 - £51,805 a year
Main purpose of the role

The HR Project Manager will report to the HR Partner - SCP. The main purpose of the role will be responsible for leading a PSD workstream, project managing and coordinating the various SCP work streams that form this project from inception to completion. This will include day-to-day supervision of work of the SCP project coordinator; coaching/training; allocation of work; setting PDR objectives and conducting interim and annual reviews; leave management etc. The post holder will also be responsible for supporting the management of organisational change work, policy and procedural advice/support in relation to complex organisational change issues.

The HR Project Manager will be held in high regard by the customer groups they support. They will be known as a trusted and expert employee relations adviser and project manager, particularly in relation to the more challenging and complex people matters that may arise throughout an organisational change. They will forge strong professional relationships with HoDs/HoPSs, key stakeholders and work in partnership with the University's recognised Trade Unions in a positive manner.

It is essential that the post holder has significant hands-on experience in project managing complex organisational change as you will be responsible for the coordination, monitoring and reporting of progress. The SCP is a key institutional priority that will also require significant TU involvement.

Key responsibilities

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

1. Role Specific Responsibilities
   - Following agreed project management processes, manage scoping, planning, initiation, development, review and implementation of all HR processes to achieve project deliverables and milestones, ensuring that appropriate governance arrangements are in place.
   - Working with senior management staff and other project stakeholders, follow agreed HR processes: plan, document, schedule and manage HR activities, including staff and TU engagement and consultation.
   - Monitor and manage HR related risk, reporting to governance bodies such as HRLT, project boards or relevant senior management teams i.e. HFOs.
   - Track short-term project metrics (for example, key milestones such as consultation periods) and define work packages for the Strategic Change Project (SCP) Co-ordinator, HR Advisers and the wider project team through collaborative requirements breakdown
   - Lead and coordinate the work of the SCP Co-ordinator as well as the involvement of HR Operations colleagues in PSD related work ensuring high levels of communication, motivation, collaboration, and performance
• Provide oversight for the organisation of the TU engagement in relation to the SCP, in line with the University’s relevant policies and guidelines.

• Monitor and report on benefits realisation throughout the project and contribute to retrospectives to capture lessons learned, whilst ensuring continuous improvements to HR practices are well thought out, communicated and embedded.

• Promote good HR project management practice throughout the University.

• Oversee the production of the University's Organisational Change Toolkit to ensure extensive reference materials are available which can easily be adopted by HR colleagues when supporting all change projects.

2. University of York Responsibilities for Grade 7

Service and Operational Delivery
• Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
• Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
• Accountable for delivery of a service for a large or complex area or across multiple service areas.
• Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
• Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
• Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
• Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
• Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.
• Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution
• Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
• Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
• Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the
team as needed

Collaboration and Communication
- Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
- Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight
- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.
- Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation
- Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
- Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
- Lead large scale projects to facilitate major service or operational change.
### Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant practical experience in providing pragmatic HR advice to organisational change programmes and on complex employee relations matters</td>
<td>Essential</td>
</tr>
<tr>
<td>Level 7 CIPD qualified or equivalent HR experience</td>
<td>Essential</td>
</tr>
<tr>
<td>Advanced problem-solving skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to liaise with and engage a wide variety of people/stakeholders; highly developed influencing and negotiation skills; able to gain the confidence of senior stakeholders</td>
<td>Essential</td>
</tr>
</tbody>
</table>

### University of York Person Specification for Grade 7

#### Qualifications:

Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

<table>
<thead>
<tr>
<th>Skill</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead large-scale projects</td>
<td>Essential</td>
</tr>
<tr>
<td>Gather, analyse, interpret and report complex data/information</td>
<td>Essential</td>
</tr>
<tr>
<td>Use digital technologies including Google applications and/or Microsoft Office</td>
<td>Essential</td>
</tr>
<tr>
<td>Communicate to engage and influence others</td>
<td>Essential</td>
</tr>
</tbody>
</table>

#### Behaviours:

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works collaboratively with others</td>
<td>Essential</td>
</tr>
<tr>
<td>Delivers a quality service</td>
<td>Essential</td>
</tr>
<tr>
<td>Develops self and others</td>
<td>Essential</td>
</tr>
<tr>
<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
</tr>
<tr>
<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
</tr>
</tbody>
</table>