Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>HR Project Manager</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>Human Resources</td>
<td>Location</td>
<td>Kings Meadow Campus</td>
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Purpose of role

Working within the HR Specialist Services team, the HR Project Manager will take the lead in developing and implementing a range of HR strategic and tactical projects and initiatives which are designed to deliver proactive solutions to challenges and opportunities identified through the HR Strategy.

They will be responsible for ensuring that HR policy and process are contributing to employee engagement whilst also being aligned to the University’s values and objectives and HR best practice.

Main responsibilities

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<th>% time per year</th>
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<tr>
<td>55%</td>
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<tr>
<td>10%</td>
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1. Initiating, facilitating and delivering change – leading the development and implementation of HR projects that support delivery of the HR Strategy
   - To contribute to the development and delivery of The University of Nottingham’s HR Strategy. Acting as a subject matter expert to help ensure that activity undertaken in delivering the strategy is fit for purpose and benefits from tactical and best practice insights.
   - To work both proactively and reactively in developing, driving and implementing change initiatives focused on facilitating best practice across the HR remit. This will involve the successful delivery of agreed projects, change initiatives and policy/procedure developments, ensuring that activities are appropriate and aligned to the outcomes being sought.
   - To achieve effective project delivery by managing project plans in line with best practice project management approaches, ensuring focus on the defined success criteria is retained at all times.
   - Review and monitor performance against SLA’S / milestones and KPI’s taking appropriate corrective action where required.
   - Produce written reports, communication briefs and analysis in line with project delivery and reporting requirements.

2. Source of expert advice and statutory compliance

RPF Band C
- Be responsible for ensuring the University meets its statutory obligations under UK legislation in relation to any policy development / change initiative activity.
- Support managers and staff to understand HR change projects, HR policy and supporting procedures, processes and tools.
- Develop and coach managers and HR colleagues in good HR policy/practice where required.
- Provide advice and guidance on the impact of legislation / changes to legislation to UoN HR policy and practice.

### Communication and engagement

- To develop and implement innovative communication and engagement plans and methodologies which raise awareness and engagement with relevant HR project, initiative and policy development activity. Supporting employees to understand work that is taking place.
- Work in partnership with other members of the HR and wider University teams to successfully deliver and embed change activity and to ensure the benefits of change initiatives are realised across the University.
- Work in partnership with Trade Unions and other staff groups to ensure good practice consultation and negation processes are maintained and developed as required.
- To implement/contribute to activity to measure the impact of changes and interventions across our HR Strategy portfolio. Producing relevant analysis and recommendation reports for senior stakeholders as required.

### Line management responsibilities

- This role includes line management responsibility
- Drive continuous improvement

### Other

- Sustain up to date knowledge of the HR profession (including employment/case law), monitoring current trends in thinking to inform innovative / forward looking practice.
- Any other reasonable duties as required including wider HR Project Manager related activity, in accordance with the nature and grade of the post. This job description may be subject to revision as required and forms part of the contract of employment.
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• High degree of initiative, responsibility and self-motivation and a professional pro-active approach to problem-solving.</td>
<td>• Trained in Hay job evaluation or has a good understanding of Job Evaluation methodologies through training in other JE models.</td>
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<td>• Excellent project management skills utilised in a HR environment.</td>
<td>• Group facilitation skills.</td>
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<td>• Ability to demonstrate strategic thinking and effective decision-making.</td>
<td>• Coaching skills and experience.</td>
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<td>• Excellent interpersonal skills, which enable effective collaboration with colleagues.</td>
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<td>• Ability to communicate effectively (verbally and in writing) with staff at all levels.</td>
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<td>• Excellent negotiation and influencing skills.</td>
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<td>• Ability to handle sensitive and confidential matters.</td>
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<td>• Ability to work effectively under pressure to meet demanding and sometimes conflicting deadlines.</td>
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<td>• Highly proficient in the use of Microsoft Office including Microsoft Excel.</td>
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<td>• Excellent analytical problem solving skills, with the ability to recommend practical and workable solutions.</td>
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<td>• Evidence of effective leadership and management of people to deliver organisational goals.</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Proven track record of leading strategic people projects and change management initiatives across the HR remit.</td>
<td>• Knowledge of Higher Education sector.</td>
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<td>• Experience in leading and delivering policy development activity (including implementation) across the HR remit.</td>
<td>• Substantial experience in a HR management level role.</td>
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<td>• Experience of working in a strategic/project related HR role within a large complex organisation.</td>
<td>• Experience of working in partnership with Trade Unions to achieve change.</td>
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<td>• Experience of aligning policy and process across the employment lifecycle to deliver measurable change/positive employee engagement outcomes.</td>
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- Experience of using a range of information to help identify problems or risks, before developing fit for purpose solutions.
- Experience of managing programmes of work which require understanding and application of relevant employment law and employment best practice.
- Evidence of effective engagement with senior managers.
- Experience of delivering solutions through a team as well as through influence of wider stakeholder groups (matrix management structures).
  - Experience in business systems applications / processes and developments.
  - Evidence of commitment to continuous professional development.

| Qualifications, certification and training (relevant to role) | • Honours Degree or equivalent significant experience in similar / related roles.  
  • CIPD postgraduate qualification or equivalent in a relevant field. | • Chartered Member of the CIPD.  
  • PRINCE 2 or equivalent project management methodology. |

The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people  
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership  
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking  
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride  
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive  
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

![Diagram showing key relationships]

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - Direct Reports
  - Colleagues
  - Students