

Human Resources Projects Manager

Job Ref: REQ230111

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

Support the HR leadership team in coordinating and delivering HR projects

Contribute to delivering a high quality, progressive, equitable and inclusive employment experience for all staff in support of the University's mission

Job Duties

- Develop and maintain a project management framework for the department
- Work on a range of HR projects overseeing their design, development, implementation and evaluation, bringing together colleagues from inside and outside of the HR department
- Support HR senior leaders with institution-wide HR projects
- Work with other HR colleagues to develop KPIs and measures of success for projects to ensure that they can be evaluated effectively
- Work with HR colleagues, e.g. Senior HR Business Partners, to implement HR initiative and projects across the University
- Convene working groups and focus groups to assist with the development and delivery of projects

- Liaise with the Planning Team to ensure activities are aligned with institutional priorities and ambitions, e.g. delivery of Race Equity Charter action plan
- Liaise with the Corporate Communications Team to ensure projects and their outcomes are promoted through internal communications channels
- Maintain confidentiality in relation to people matters and information management complying with GDPR
- Provide advice to HR colleagues on how to approach and manage projects effectively and successfully
- Any other reasonable duties as assigned by the Director of Human Resources

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Deputy Director of HR/Head of Recruitment, Pay and Reward.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Experience of working with HR in a large complex organisation to support project work	1	
	Experience of delivering projects to successful completion	1,2,3	
	Experience of working with stakeholders to understand their needs	1,3	
	Experience of working within a project management framework	1,3	
Skills and abilities	An understanding of how HR projects can contribute to creating a high quality, progressive and inclusive employment experience	1,3	
	Ability to work on own initiative and meet project deliverables	1,3	
	Proven ability to work collaboratively with colleagues in HR to achieve the best project outcomes	1,3	
	Meticulous attention to detail	1,2,3	
	Demonstrable ability to prioritise tasks and work under pressure to meet deadlines	1,2,3	
	Strong interpersonal skills to be able to build relationships with a range of stakeholders and influence them to deliver the project requirements	1,3	
	Strong analytical skills to be able to understand, analyse and report on data sets	1,2, 3	
	Awareness of employment law and how this can impact project work	1,3	
	Commitment to equity, diversity and inclusion	1,2,3	
	Experience of maintaining confidentiality and compliance with GDPR	1,2,3	
	Training		
	Qualifications	Degree level education or equivalent experience	1
CIPD Qualification (level 5), or willingness to complete within 18 months of starting in the role		1	
Project Management Qualification or demonstrate equivalent experience of working within a project management framework		1	
Other			

Desirable Criteria

Area	Criteria	Stage
Experience		
Skills and abilities		
Qualifications	CIPD level 7	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Management and Specialist grade 6 from £32,348 to £42,155 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **27 February 2023**. Interviews will be held on **16 March 2023**.