

**JOB DESCRIPTION**

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| **Job Title:** Head of HR Partnering and Transformational Projects (up to 12- month maternity cover, or when the post holder returns)  | **Grade:** 9 |
| **Department:** People and Organisational Effectiveness |
| **Directly responsible to:** Interim Director of People and Organisational Effectiveness |
| **Supervisory responsibility for:** HR Partners, Assistant HR Business Partner/s, HR Advisors  |
| **Other contacts**  |
| **Internal**: Interim Director of People and Organisational Effectiveness, Interim Deputy Director of People and Organisational Effectiveness Executive Deans, Directors, Heads of Departments, People and Organisational Effectiveness colleagues, Trade Unions, LU Future project team and other staff |
| **External:**  Professional and sector networks, University Networks, external legal advisors  |
| **Job Purpose:*** To actively support transformational change through a project management approach, supporting delivery of people-related activities including workforce planning, organisational design, stakeholder engagement, communication, change readiness, and implementation of new ways of working.
* During transformation change, act as Operational Representative for the Division, lead and coordinate the HR Partnering Team, and work closely with the Head of Employee Relations to support industrial relations and consultation ensuring legal compliance.
* Support the POE Leadership Team to partner with University Leadership providing strategic and operational support during change, through the delivery of an efficient and highly effective HR support and advisory service.
* To lead the HR Partnering Team, providing direction and focus and motivation in support of faculty and divisional needs through the execution of strategic people plans; coordinating alignment between the University Strategy, the People and Culture Plan and the team.
* Inspire, develop and manage a high performing team that builds on current HR capabilities to meet Divisional objectives, whilst ensuring consistent application across the Faculties and Divisions.
* Take lead responsibility for the effective planning and delivery of strategic HR practices to enhance our workforce capabilities, including workforce planning, leadership development, succession planning and talent management.

**Major Duties:**1. To actively support transformational change project/s, delivering on the people agenda from future planning and design of organisational HR processes, to voluntary and compulsory redundancies/exits, and supporting the staff experience and transition to new structures.
2. To influence and coach University leadership through change, providing pragmatic and solution focused advice and support, advocating a strong change management approach which aligns with the University’s values and cultural principles.
3. Work closely with the Head of ER to support trade unions engagement via informal and formal means, to ensure meaningful consultation and legal compliance
4. Coordinate POE stakeholders to
5. Lead and manage the HR Partnering Team through BAU and change, ensuring capability and capacity across team members
6. Provide oversight to HR partnering activity (BAU and change), ensuring efficient and high performing HR Partnering and advisory service, being the point of escalation within the team, ensuring consistency of approach to planning, and HR Partnering across Faculties and Divisions
7. Work in collaboration with the Employee Relations and Organisational Change Team in supporting case management and ensuring coordination, communication and a seamless transition between the two teams.
8. Work in partnership with leaders and managers in the development and implementation of effective people solutions via the HR Partners to add value to the University.
9. Support and coach Leaders and HR Partners in developing strategic people plans to support the business areas in delivering their overall aims and objectives, whilst facilitating discussion, building leadership capability and authenticity.
10. Supporting leaders in facilitating the delivery of organisational projects and people initiatives, including cyclical HR activity such as Promotions and Probation.
11. Provide input to the People and Culture Plan to ensure it supports the University’s overall aims and objectives; lead and contribute to inter-departmental projects and tasks to fulfil the People and Culture Plan
12. To identify service improvements and work closely with other People and Organisational Effectiveness staff to implement process improvements.
13. Guide the HR Partners to work with Executive Deans/Heads of Department to provide insights on the future of the workforce, and recommendations to inform workforce strategy, utilising analytics and leading data-driven discussions and debate on how this may impact / benefit the business plan and strategic priorities
14. Attend and contribute to POE Leadership team meetings providing insight and advice (HR for HR)
15. Play a lead role in ad hoc institutional projects, ensuring delivery of key workstreams to ensure we are focusing on the future, evolving POE practices and policies, and embracing the changing world of HR
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