



Job Description

Role title	People Business Partnering Project Lead	Directorate	People
Level	People Manager	Department	People
Accountable to	Head of People Business Partnering		
Accountable for:	Project deliverables		
<u>Job purpose:</u>			
<ul style="list-style-type: none">• The role works in partnership with Head of PBP and People Business Partners to deliver strategic people focused solutions, initiatives and improvements.• Leading and delivering on People projects in conjunction with the People & Inclusion Strategy and business improvements• Managing a diverse range of people projects and acting as a change agent, influencing strategic change through project activity and deliverables			
<u>Key responsibilities:</u>			
1	Employee Relations <ul style="list-style-type: none">• Supporting PBP's with high profile cases and case management• Leading large scale change and leading on overall project planning and scheduling for restructures, TUPE's, mergers and consultations• Responsible for designing and creating ER tracking tool, approach to identifying key ER trends and patterns across the organisation• Responsible for supporting Head of PBP with litigation casework and management		
2	Project Initiatives <ul style="list-style-type: none">• Delivering and leading on topical projects such as Brexit• Managing and assessing success of Occupational Health & EAP provision• IR35 compliance• Supporting Head of PBP with policy schedule and best practice framework• Leading on improvement plan for HR documentation including templates and How To guidance• Delivering on improvements and initiatives in conjunction with the Good Work Plan and communicating with managers regarding key changes• Designing and leading on SLA framework for PBP and PSD function• Leading on improvement work for people file management and processes• Leading on change initiative for 'New Ways of Working'		
3	<u>People Project Management</u> <ul style="list-style-type: none">• Work with Head of PBP to establish specific objectives and project schedule in line with the People & Inclusion Strategy• Identify key measures of success and project plans with clear milestones for completion• Proactively monitor project progress and taking ownership for resolving issues• Actively engaging and co-creating with PBP team and leadership team on activity and results• Devising comprehensive project plans to capture all ongoing projects and strategic people activities as well as business change• Comprehensive planning of all people based projects and identifying capacity and expertise available to perform work• Supporting PBP's with management of the people aspect of any restructures, ensuring redeployment and redundancy are run according to policy and best		

	practice and completed within timescales, budget and legislation. Provide advice to People BPs and the Head of People Business Partnering as required
4	<p>Other</p> <ul style="list-style-type: none"> • Supporting Head of PBP and/or Head of PSD and Executive Director of People as required • Attend relevant seminars and courses to ensure continual personal and professional development i.e. legislation changes • Carry out all work in accordance with health and safety and any other legal requirements • Ensure compliance with all Optivo's policies and processes • Demonstrating 'One Team' approach • Attend and engage fully in any learning and development activities deemed appropriate
<p>Relationships: Stakeholder engagement with the PBP senior management team. Leadership Team and their respective teams is crucial to this role. Being the voice of the People Team to colleagues within the directorates. Liaising with the relevant Executive Director as and when applicable to drive through initiatives</p>	
<p>Person specification:</p>	
<p>Qualifications, experience and knowledge and skills:</p>	
1	<p>Qualifications</p> <ul style="list-style-type: none"> • CIPD qualified (Member status) • Graduate or equivalent
2	<p>Experience and knowledge</p> <ul style="list-style-type: none"> • Senior operational experience gained within a high volume, fast paced, customer focussed environment • Experience of HR project management and planning • proactively advising managers on the full range of people matters (e.g. discipline, grievance, performance management, sickness absence, recruitment) including risk and tactical planning • Experience of implementing effectively new initiatives and ways of working • Experience of working as a project lead on change projects including TUPE transfers, consultation on redundancy and organisation change programmes • Experience of developing, implementing and supporting directorate wide People related initiatives at an operational, tactical and strategic level • Evidence of strong knowledge of employment law and applying this to ensure the effective resolution of employee relations issues • Evidence of sound knowledge of the full spectrum of progressive possible people interventions and delivering business-impacting results
3	<p>Skills</p> <ul style="list-style-type: none"> • Proven ability to establish personal credibility quickly, demonstrate the organisation's values and build trust with colleagues at all levels • Sound HR planning and scheduling skills • Excellent relationship building with the ability to collaborate, persuade and influence effectively • Ability to work under pressure and meet deadlines while working with ambiguity and multiple projects • Ability to hold challenging conversations while remaining relaxed • Evidence of sound judgement, customer focused and problem solving approach • Evidence of ability to understand, analyse and distil information to communicate key facts accurately, succinctly and persuasively both verbal and in writing • Strives to continuously improve quality of service provided • Effectively gathers, analyses and utilises information to make informed decisions

4	<p><u>General</u></p> <ul style="list-style-type: none"> • Approach issues with a “can do attitude”, driving tasks forward to a successful conclusion • Seen as an ambassador and thought leader for the people services team • Flexibility to undertake business travel to Optivo office locations as required
<p><u>Behavioural competencies:</u></p> <p>I will demonstrate Optivo’s C.O.R.E. behavioural competencies at the level associated with my job role. Please refer to our C.O.R.E. competencies grid.</p>	
<p><u>My health and safety obligations</u></p> <p>In my role I have a duty of care under the Health and Safety at Work Act. This means I will be familiar with the relevant legislation and will work in a safe way. As a staff member I will take responsibility for my own safety as well as my team’s safety and work in collaboration with the Health and Safety Officer to minimise any potential risks.</p>	
<p><u>My data protection obligations</u></p> <p>In my role, I have a duty to maintain the security and privacy of personal information of residents and colleagues. I will be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data in to our systems. I understand it is everybody’s responsibility to resolve data inaccuracies as and when they are found</p>	

Further relevant information

Travel between sites will be a requirement for this role.

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

No job description can cover every issue which may arise within the job at various times and I am expected to carry out other duties from time to time, broadly consistent with those described.