

Job Title: HR Transformation Project Assistant	Role Profile Number:
Grade: N	Date Prepared: February 2021
Directorate/Group: Resources	Reporting to: HR Transformation Project Lead
Structure Chart attached:	No

Job Purpose

Reporting to the HR Transformation Project Lead, to support on the exciting and ambitious HR & OD transformational journey, with a particular focus on process and digital review.

The HR Transformation Project Assistant will support the delivery of a suite of HR projects aligned to our Workforce Modernisation Programme, to enable us to become Modern, Efficient and Effective, creating a working environment that reflects the Council’s core values and vision.

To provide comprehensive and responsive project office support to high quality HR projects, transforming the HR& OD service, enabling the Council to get the best out of our people- their talent, experience, capability and leadership.

Key Accountabilities

- Support the successful delivery of HR focused transformation projects, by providing comprehensive and responsive administration and data analysis to agreed service and quality standards
- End to end project delivery support, creating project support material, maintaining appropriate records, progress reports and associated risk registers.
- Continuous improvement of HR project processes
- Ad hoc support to wider HR activities where required

Knowledge & Experience

- Substantial previous experience in an project assistant and/or complex administration role, with previous HR experience desirable

- Experience of handling sensitive and confidential information
- Experience of data validation
- Knowledge of GDPR and Freedom of Information Acts.
- Confident to work with minimal supervision
- Proactive, motivated and enthusiastic in work approach

Decision Making

Ability to work using initiative but within recognised frameworks and boundaries

Creativity and Innovation

The role involves being able to adjust to constant demands and changes, to facilitate project milestones.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	