

<b>Job title:</b>	HR Transformation Project Lead	<b>Role Profile No</b>	ENH153
<b>Grade/s:</b>	R		
<b>Salary Range</b>			
<b>Directorate / Pillar / Strand</b>	Resources	<b>Reporting to:</b>	Director of HR & OD

**Role Context**

The Council has significant challenges ahead, including delivering service improvement in an environment where the demand for public services is increasing, against a backdrop of reduced resources. The way in which public services are delivered will continue to evolve and change, and the Council wants to be at the forefront of enabling safe, strong and prosperous communities.

It is therefore critical that the Council has the culture, processes and systems within which the right workforce can deliver their very best. The aim is to enable managers to create a highly productive working environment that reflects the core values and fosters talent through the delivery of agreed outcomes for customers and local communities.

Reporting to the Director of HR & Organisational Development, to lead on the exciting & ambitious HR & OD transformational journey, with a particular focus on process & digital review.

The HR Transformation Project Lead will oversee 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.

**Role purpose**

Leading & supporting the delivery of 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.

To work closely with colleagues in HR&OD and across the Council, to deliver and embed new HR systems and processes aligned to our Workforce Modernisation Programme.

Support the organisation in making the best of its people, by delivering strong and cost effective HR programmes, acting as a change agent and supporting corporate initiatives.

This role will blend both knowledge of HR processes, systems and best practice, with a clear understanding of the project management discipline.

### **Key Accountabilities**

- Plan, lead & closely monitor the implementation of the HR project portfolio as part of our transformation programme. These projects will combine digital, operational and technical reviews
- Deliver agreed projects to time, cost and quality measures, tracking and monitoring progress and escalating business risks where appropriate
- Ensure project milestones are adhered to by all parties by maintaining constant and consistent communication channels
- Analysis and interpretation of performance data to develop solutions
- Devise and manage a regular project reporting mechanism for the HR&OD team and relevant stakeholders
- Broker services and support from other areas of the HR&OD function as required to support project delivery
- Working closely with HR&OD colleagues to ensure smooth implementation and handover of project activity to business as usual at the appropriate point

### **Knowledge and Experience**

- Significant senior level experience in HR&OD
- Proven and extensive experience managing HR projects, in particular digital and process reviews
- Experience of major change programmes in large, complex and unionised organisations
- Extensive experience in data management, analysis and presentation
- Strong organisational and influencing skills
- Ability to build strong and successful relationships with customers and stake holders
- Strong diagnostic skills , sound judgment and decision making skills
- Leadership skills
- High level communication skills
- Creativity
- An empathy and passion for the Councils business
- Evidence of collaboration across a complex organization
- Coaching and facilitation skills

### **Statutory and or Qualifications required for this post:**

- Membership of CIPD or equivalent qualifications and/or experience.

### **Swindon Borough Council Our Manager Competencies**

- Managing Self – Managing your time, priorities and resources to achieve goals and meet personal learning and development needs
- Managing People – Learning, engaging, developing and motivating employees to perform their best
- Managing Change – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm for achieving council objectives
- Managing information – Working in a informed way, making good decisions based on relevant information and data
- Managing Partnerships and Relationships – Building effective working relationships and ensuring partnerships are effective and focused on outcomes
- Managing Resources – Achieving objectives through effective planning and allocation of resources
- Managing Activities – Managing the activities of teams to achieve business priorities within agreed time scales and budgets
- Managing Risk – Actively seeking to identify, evaluate and mitigate risks and threats to business continuity and the achievement of council objectives

### **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

### **Contacts and Relationships**

- Other HR team members including OD and L&D colleagues
- leadership teams within the business
- Elected members
- External partners