

JOB DESCRIPTION

Job Title:	HR Project Manager – Academic promotions and rewards
Department / Unit:	Human Resources
Job type	Professional Services
Grade:	8
Accountable to:	Director of Human Resources
Accountable for:	Not applicable
Purpose of the Post	
<p>This newly created fixed term role has been created to support the Human Resources Department in pushing forward on a number of key objectives in support of the College strategy. The post holder will primarily focus on a review and development of the College's academic promotion, banding and academic probation processes and how these link and related duties.</p> <p>The post holder will be part of the Human Resources Department working alongside colleagues in the four areas of Human Resources – HR Operations (including rewards and benefits), HR Business Partnering and Employee Relations, Organisational Development and Diversity and HR Systems and Business Improvement.</p>	
Key Tasks	
<p>Projects</p> <ul style="list-style-type: none"> Working with key stakeholders including senior management, HR colleagues, academic staff, other professional services and trade unions the post holder will be responsible for reviewing, identifying changes, designing and implementing outcomes on the College's academic promotion (and professorial banding) policy, procedures and criteria. The post holder will proactively lead the project identifying key stakeholders, arranging and facilitating workshops and using their own knowledge to input into design to align with College objectives The post holder will concurrently lead a project to a review the College's academic probation policy and process to identify and improve the process and ensure synergy between promotion, probation and performance review The post holder will horizon scan across the higher education and wider environment to provide input on good practice and competitive practices To undertake other HR project work as identified during the course of the contract 	

<ul style="list-style-type: none"> • To update relevant policies and develop practical implementation support and guidance as required to enable delivery of the project • To develop management information and distribution methods to ensure success of project work • To prepare a range of briefings and reports for College committees and others as required • To assist in the planning and delivery of training, briefings, workshops etc. in relation to the role as necessary. • To develop and maintain strong working relationships with a range of stakeholders both internal and external to the College
<p>Other</p> <ul style="list-style-type: none"> • To develop and maintain professional networks and membership of best practice groups • To ensure that the College's commitment to equality, diversity and inclusion is reflected in all aspects of work • To build and maintain a network of internal and external contacts and to research best practice in order to bring forward ideas for continuous improvement in relevant to the role
<p>Other Duties</p>
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
<p>Internal and external relationships</p>
<p>The following list is not exhaustive but the post holder will be required to liaise with: Senior Management, Academic Staff, Professional Services colleagues including HR, trade unions, external networks including colleagues in other Universities and organisations</p>

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: HR Project Manager – Academic Promotion and Probation

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to first degree level or equivalent experience	X	
CIPD qualified to level 7 or equivalent experience		X
CIPD qualified to level 5 or equivalent experience	X	
Knowledge and understanding of the higher education sector.		X
Strong working knowledge of employment legislation	X	
Recognised project management qualification ie Prince 2		X
Skills and/or Abilities		
Excellent ability to prioritise effectively.	X	
Excellent communication skills.	X	
Ability to work independently and as part of a team.	X	
Close attention to detail and ability to maintain work of a high standard	X	
Strong analytical and IT skills	X	
Strong presentation skills	X	

Experience Significant experience of working in a similar role Significant experience of successful project management to completion Experience of academic environment including understanding of academic promotion, reward and probation processes within an academic environment Policy and process development experience through to implementation Experience of working with trade unions Experience of using reporting systems and management data to produce own reports Experience of working with an integrated HR/Payroll system. Significant experience of applying employment legislation and best HR practice knowledge in a busy working environment Experience of working effectively with a wide range of stakeholders at different levels of an organisation to achieve desired results Experience of designing and delivering training to help achieve project goals	X X X X X X X X X	X
Other requirements Customer focused approach. Commitment to continued professional development Commitment to EDI and its implementation in aspects of role performance	X X X	

Date: 150922