



Job Description

Service:	HR
Job title:	HR Co-Ordinator – Project Delivery
Grade:	D
Hours of work:	37 hours per week – 2 years Fixed Term
Responsible to:	HR Manager – Project Delivery
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	0


Purpose of Post:

Working with the HR Manager – Project Delivery this role will support and facilitate a number of HR projects in line with our annual Service Plan. The main focus of the work will be delivering HDC's workforce strategy action plan. This will cover a variety of areas from an Employee Value Proposition to wellbeing initiatives and supporting varied ways of communicating with our employees.

Key Deliverables:

- Support the delivery of the HDC workforce strategy action plan, ensuring that all areas of HDC are engaged with and have taken part in delivering the actions.
- With the wider HR team, be involved in a review of current policies and associated documents that are aligned with the workforce strategy, using own knowledge, best practice and engagement with representative groups and employees.
- Where appropriate the post holder will present to council meetings during their quarterly live streamed evening meetings.
- Support the projects to deliver implementation of the agreed outcomes within time, cost and quality constraints.
- Support the creation all project documentation in accordance with the organisational approved project methodology.
- Maintain a comprehensive project plan and track and report delivery against milestones.
- Research best practice from other organisations where required.
- Form effective working relationships with members and officers across the Council.
- Support preparation of the presentation of recommendations and updates where required including to Senior Management and at Management or individual Team meetings.
- Working with the HR administrators, allocating tasks to obtain data to support projects.
- Confidentiality is required as working with sensitive employee data.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p>Educated to GCSE at grade C and above or equivalent (E)</p> <p>Level 3 CIPD qualification or equivalent (E)</p> <p>Project Management Qualification (D)</p>
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>HR experience with knowledge and experience of supporting large scale change programmes (E)</p> <p>Experience working with Trade Unions and representative bodies, including consultation and negotiation (D)</p> <p>Knowledge of current employment legislation (D)</p> <p>Knowledge of local government practices (D)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p>Self-motivated (E)</p> <p>Ability to work on your own initiative as well as in collaboration with colleagues (E)</p> <p>Experience of a HR/Payroll system, ideally iTrent (E)</p> <p>Challenging in a constructive manner (D)</p> <p>Outstanding verbal, written and data analysis/presentation skills (E)</p> <p>Influencing and problem-solving (E)</p> <p>Interpersonal skills (E)</p> <p>Commitment and ability to support and motivate staff (E)</p> <p>Can design and deliver effective informal and formal presentations to individuals or groups and facilitate workshops and events (D)</p> <p>Politically aware (D)</p>
<p>Decision Making and Impact on Others</p>	<p>Recommendations will affect the scope of the projects impacting all employees at HDC</p>

<p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Highlighting the organisational gaps, risks and issues that need to be addressed</p> <p>Considering relevant data when making evidence-based decisions</p> <p>Considers diversity issues when making decisions and proposals</p>
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>This role will cover work across the whole of the council with some interactions with our local community, members and external sources of advice</p> <p>Internal customer contact 80%</p> <p>External customer contact 20%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential (D) Desirable</p>	<p>Willing to travel and occasionally work unsocial hours. This is to include evening committee meetings and early morning briefings (E)</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members (E)</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always</p>



	ready for challenges and opportunities, and we embrace them.
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children