



Job Title: Human Resources Project Manager (fixed term for 6 months)

Grade: 7

Salary: £39,105 to £45,163 per annum, pro-rata if part-time

Department: Human Resources

Hours/Contract: Full-time or job share, fixed term contract for six months

Job Family: Management and administration

Reference: 11105

Role Purpose

The role of the HR Project Manager is to support a number of key strategic HR projects, ensuring that all HR projects are planned, monitored and delivered according to agreed timescales and budgets.

Main Duties and Responsibilities

- To co-ordinate the implementation of the Workforce processes programme of work.
- To co-ordinate key strategic HR change programmes/projects across the University ensuring that project scoping, planning, initiation, development review and completion processes achieve stated deliverables and timeframes
- To assist members of the HR Senior Leadership team with larger and more complex projects in providing support with planning and actions
- To provide effective management reporting and recommendations to support decision making to the relevant project management board or other project governance body
- To lead on or contribute to other specific pieces of work arising from projects, facilitating changes with HR colleagues and other relevant stakeholders where required.
- Establish appropriate project teams and/or governance boards ensuring appropriate governance and documentation occurs.
- Monitor the budget to ensure delivery is within the cost envelope

Internal and External Relationships

- Working closely with HR Business Partners and HR colleagues together cultivating relationships with key stakeholders and in providing management to change projects which cross over functional boundaries.

Planning and Organising

- Deliver a number of HR projects, ensuring that each is managed and delivered to time, budget and tracking of long- and short-term plans.





Qualifications, Knowledge and Experience

Essential

- Educated to degree level, or vocational equivalent.*
- Experience of managing and implementing projects as well as the reviewing of policies and procedures*.
- An understanding of project management principles and practice.*
- Experience of operational HR preferably in a unionised environment*
- Experience of developing and delivering training
- Proficiency with Microsoft Office applications, including Word, Excel and PowerPoint

Desirable

- CIPD Level 7 qualification

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

Essential

- Ability to manage project dependencies in an organisational context ensuring that objectives/deliverables are met in a timely, efficient and effective manner and milestones are met.
- Highly organised with well-developed organisational and project management skills.
- Demonstrates initiative at all times with a pro-active/forward thinking approach to managing programmes/projects.
- Highly effective communication and interpersonal skills.
- Excellent stakeholder engagement and relationship skills with the ability to influence senior members of University staff and build interpersonal and business relationships with Clients and Colleagues.
- Is flexible and adaptive to change with the ability to work independently and as part of a wider team.
- Strong analytical and problem-solving skills with a focus on attention to ensure that the information provided is completely accurate, up-to-date and relevant.
- Ability to translate ideas and concepts into practical solutions.





Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

