**Job Description**

**HR Project Support - Transformation**

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| **Job Details** | |
| **Grade** | 4 |
| **Number of Posts** | 1 |
| **Department** | HR |
| **Reporting to** | HR Business Partner - Transformation |

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| **Who Are We?** |
| We are Birmingham Children’s Trust.  ‘Working Together to make Birmingham the greatest city to grow up in.’  The sole purpose of Birmingham Children’s Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.  Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.  Birmingham Children’s Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.  **Our Vision:**  Our vision is to build a Trust that provides excellent social work and family support for and with the city’s most vulnerable children, young people and families.  We will do this:   * with compassion and with care. * through positive relationships, building on strengths. * in collaboration with children, young people, families and partners. * by listening, involving and including. * in ways that are efficient and deliver value for money.   Success will mean significant progress towards these outcomes:   * healthy, happy, resilient children living in families. * families able to make positive changes. * children able to attend, learn and achieve at school. * young people ready for and contributing to adult life. * children and young people safe from harm.   **Our Values:**  ONE **T**EAM                        ACCOUNTABILITY AND **R**ESPONSIBILITY                                                              Q**U**ALITY AND INNOVATION                                                RELATION**S**HIPS                                        HIGH SUPPOR**T** HIGH CHALLENGE |

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| **Key Responsibilities** |
| As a member of the HR team your role will be supporting organisational transformation within the Trust. Working closely with key partners, you will take ownership and direction from the HR Business Partner – Transformation to support stakeholders through HR change transformation, that impact employees or processes. You will play a crucial role in overseeing the whole change process from the planning stages to through to finish. |
| * To be the primary support and a key stakeholder for any people change/transformation within the Trust * Support the end-to-end consultation process for employees, from planning, documentation, facilitation to close, highlighting any risks. * Ensure timelines are adhered to in line with legislation, highlighting any risks. * Ensure a robust consultation plan is in place for any change that impacts colleagues, capturing every detail of the process. * Embed equality, diversity and inclusion into all people change/transformation ensuring any risks are highlighted and escalated where required. * Provide updates to the HR Business Partner – Transformation highlighting any barriers * Be one of the primary contacts for people transformation projects and support the planning, implementation and consultation process across the Trust. * Work closely with Senior Management Teams, Trade Unions and Stakeholders to develop a comprehensive consultation process. * Coordinate and support meetings as required in line with any people transformation/change and monitor actions. * Apply a flexible approach that ensures that the review and initiatives are delivered on time and to the highest quality. * Support in designing and facilitating consultation plans and provide advice and guidance when required. * Ensure that any barriers or concerns are responded too and escalated to the HR Business Partner – Transformation where required. * Ensuring that key stakeholders are following the consultation plan and mitigate any risk to the Trust by ensuring employment law and legislation is adhered too. * Create documentation that may be used as part a consultation process i.e. equality impact assessments, consultation forms. * Undertake other duties that are commensurate with the nature and grade of the role * Adhere to and implement the Trusts policies and procedures in transformation projects. |

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| **Key Information** | |
| Is a Safeguarding Check needed? | Not Required |
| Will this position have Line Manager Responsibility? | No |

**Person Specification**

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| **Essential Criteria** | | |
| Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;  P = Presentation; Q = Qualifications | | |
| **CRITERIA** | **Method of Assessment (M.O.A)** | **ESSENTIAL** |
| Experience | AF/I | Demonstrable knowledge, skills and experience across a range of subject areas, for example organisation design, process design, recruitment, learning and payroll |
| Experience | I | Ability to think creatively on how to maximise Workforce Transformation design |
| Experience | AF/I | Demonstrate planning, documentation, facilitation and execution of a people change/transformation plan |
| Experience/Skills | I | Ability to organise proactively and clearly, structure and plan; thinking ahead to minimise any risks and issues to project progress to effectively achieve required outputs. |
| Experience/Skills | AF/I/Q | Significant knowledge of employment law and a consultation process. |
| Qualification/Skills | AF/Q | CIPD qualified or equivalent. |
| Experience | I | Proven ability to work under tight timescales and high demand |
| Skills | AF/I | Excellent organisational and communication skills |
| Skills | AF/I | Experience of working with trade unions, specifically through a consultation, or piece of organisational change. |
| Skills | AF/I | Experience of building effective working relationships with stakeholders. |
| Skills | AF/I | Have a clear understanding and commitment to equality, diversity, and inclusion matters and ensuring it’s included in all aspects of your role. |

**At Birmingham Children’s Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**