



## Role Profile

Role Title	HR Business Partner – Change Programme				
Group	Human Resources				
Job Purpose Overview	<p>Works with Senior HR Business Partner and the business to deliver a Change Programme, including developing the organisation design, structures and workforce strategy and resource plans which meet current and future needs of the business.</p> <p>Works with HR Business Partner’s and Senior Managers to proactively plan, advise and support the implementation of change, it’s impact on people and working practices to enable improved business performance.</p> <p>Supports managers in the monitoring and development of employee engagement.</p> <p>Supports Senior HRBP in leading consultation with Trade Union side.</p> <p>Implementation of appropriate talent and resourcing strategies to deliver the right people in the right place at the right time.</p>				
Date Updated	February 2021		Updated By		LA
Current / Applied Grade	C5	JEGS Grade	C5	JEGS Date	July 19

### KEY ACCOUNTABILITIES (FOCUSING ON THE REQUIRED OUTPUTS)

#### ***Strategy and Planning***

- Works with the HR Business Partner on the delivery of the One FCDO Services change programme, integrating the people and organisational priorities with agreed business goals;
- Ensures the implementation of the HR plan, supporting senior Managers in the implementation of people related activity.

#### ***Change Management***

- Works with Head of Profession/Senior HRBP's and Managers to proactively plan, advise and support the implementation of current organisational restructure, understanding it's impact on people and working practices to enable improved business performance;
- Ensures that change is delivered in accordance with the organisation culture and values as well as support and enhance organisation performance and flexibility.

**Strategic Resourcing and Talent Management**

- Works with Managers to develop workforce strategy and resource plans which meet the current and future needs of the business;
- Implements appropriate talent and resourcing strategies to deliver the right people in the right place at the right time with the right skills;

**Employee Relations & Engagement**

- In line with the Employee Relations framework, supports senior business and unit Managers on Employee Relations issues for Customer Group;
- Facilitates constructive relationships with appropriate Trade Union officials and representatives and actively encourages an environment of openness and trust. Supports Senior HRBP in leading consultation with trade union side ;
- Supports Managers in the monitoring and development of employee engagement.

**Developing Capability**

- Forms strong and influential relationships between Directors, Managers and HR colleagues in order to deliver value to the Business and foster collaborative working across the organisation;
- Demonstrates personal credibility and capability across the FCDO Services and the delivery function to provide a quality service.

**HR Service Delivery**

- Works with HR Centres of Expertise and the Business to enable the effective development of HR policies and practices to meet business needs;
- Co-ordinates with HR colleagues the effective implementation of new HR policies and products through line Managers, ensuring diversity issues are fully recognised;
- Quality assures the consistent application of HR policies and practices.
- Acts as Customer advocate with the HR community and uses customer feedback to ensure continuous improvement of HR service delivery.

**KNOWLEDGE & KEY SKILLS****Essential:**

- Experience of operating as a HR generalist in a relevant environment, understanding the sector in which the organisation operates and the market factors that impact performance, including customers, competitors, etc.
- Up- to- date knowledge of employment law and HR best practice. Knows what the organisation needs to do to mitigate risk
- Knows how to deliver successful change management programmes and the importance of engaging managers and employees in the change
- Knowledge of implementing, measuring and communicating progress on an employee engagement strategy
- Excellent verbal communication skills; ability to argue persuasively and influence others
- Ability to handle difficult situations involving employee relationships and to solve problems in creative, practical ways
- Knows how to roll out change management programmes, and the factors that affect their success.

*Desirable:*

- MCIPD or relevant business qualification
- Understanding of Civil Service reward structures
- Experience in commercial and/or public sector
- Some knowledge of OD methodologies and change management frameworks and their application in a business context

## CORE BEHAVIOURS

- Communicating and Influencing
- Making Effective Decisions
- Delivering with Pace

## CRITICAL SUCCESS FACTORS

*Success measured and evidenced by:*

- Workforce plans in place and actively monitored;
- Development of succession plans and implementation of Talent Management framework;
- Key organisational change projects delivered;
- Contribution to improved resource planning within Group;
- Improved Staff Engagement as measured by the Civil Service Survey
- Positive feedback from the business in relation to the advisory/consultancy role;
- Culture changes and new ways of working embedded in organization;
- Efficient and timely response in dealing with all HR issues;
- Trusted relationship with the business

Budget Responsibility?  Y/ <del>N</del>	If YES, how much:  £ per annum	If NO can they authorise payments?  Y/ <del>N</del>
Reports to: (Role Title and Grade)	Head of Profession/Senior HR Business Partner	
Direct Reports: (Number and grades of staff)	N/A	