



<b>Role Title</b>	<b>HR ER and Project Lead</b>		
<b>Job Family</b>	<b>Human Resources</b>	<b>Sub Category</b>	<b>Human Resources</b>
<b>Grade</b>	<b>C4</b>		
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Making Effective Decisions</li> </ul>	<ul style="list-style-type: none"> <li>Communicating and Influencing</li> </ul>	<ul style="list-style-type: none"> <li>Managing a Quality Service</li> </ul>

**Purpose** Provide advice and support to managers and staff to uphold people management practices and maintain positive employee relations and engagement.

### Key Accountabilities

- Ensure effective support and advice to managers and staff is provided on complex employee relations casework.
- Support the implementation and continuous improvement of policies and processes relating to employment to ensure they are fit for purpose, streamlined and support delivery of business objectives.
- Monitor management information to identify trends and remedial action for issues which might affect organisational efficiency and performance.
- Provide general education and awareness of Employee Relation policy-related matters.
- Effective support provided across the HR team by contributing to a range of HR projects, initiatives and employee relations issues to ensure the delivery of people strategies and HR work plans incl. TUPE, CoSOP and organisational change.
- Ensure effective support is provided to the HR Business Partner team on workforce planning, talent management and succession planning and organisational change projects.
- Deliver/support ad hoc HR related projects, including support on Diversity and Inclusion, wellbeing and HR System roll out.

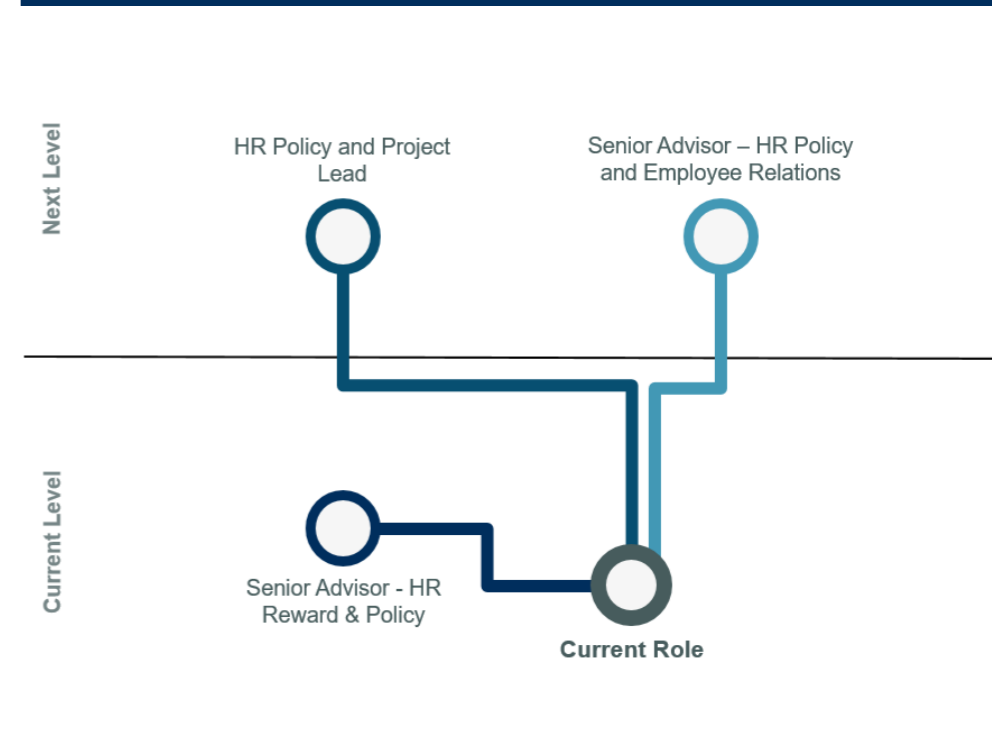
### Authority and Scope

- Responsible for performance of 5 - 8 direct reports
- Ensure managers comply with legal and organisational requirements;
- Autonomy to liaise, discuss casework with union representatives;
- Authority to collaborate/discuss cases (where required) with wider FCDO

### Internal and External Communications

- Ongoing interaction with service leaders, managers, staff, senior management to advise, guide, provide expert advice, act as "sounding board";
- Frequent collaboration with HR Business Partners;
- Some interaction with FCDO Staff;
- Interaction with union representatives in relation to casework and projects;

### Potential Next Career Moves



### Skills

- Employee relations;
- Dispute resolution;
- Attendance management;
- Managing poor performance;
- Disciplinary;
- Change management;
- Risk management;
- Incident resolution;
- Analyse, interrogate and evaluate data;
- Interpret professional/technical documents;
- Customer/Supplier relationship management

### Qualifications, Knowledge and Experience

- Essential**
- Extensive employee relations experience and employment law knowledge;
  - Project management and organisational change experience;
  - Strong influencing and communication skills
  - Level 7 CIPD qualification or equivalent experience;

- Desirable**
- Awareness of civil service HR policies and controls;
  - People Management experience
  - Project Management experience