

# Role Profile



## FCDO Services

<b>Role Title</b>	Senior HR Business Partner, Change		
<b>Business group</b>	HR		
<b>Job Purpose</b>	<p>This is a critical role in supporting the organisation to successfully implement and embed organisational and culture change initiatives. Whilst bringing expert knowledge on employee relations and ensuring legal compliance is a key element of the role, of equal importance is ensuring our people are supported throughout and have opportunity to contribute, so we can ensure the changes are well considered, best fit and long lasting.</p> <p>The role involves leading on the people and employee relations aspects of change and working with stakeholders across the business to ensure that activity is effectively scoped, planned and implemented. The role holder will be required to establish standard processes and methodologies to transform how we do change from a people perspective for the better.</p> <p>An understanding of the business needs, future vision and people impacts is essential to create practical plans to ensure a successful end to end delivery.</p>		
<b>Org Chart</b>	<pre> graph TD     D7[D7 – Head of Strategic Business Partnering &amp; Change] --- D6_1[D6-Senior HRBP]     D7 --- D6_2[D6-Senior HRBP]     D7 --- D6_3[D6 – Senior HRBP]     D7 --- D6_4[D6 – Senior HRBP Change]     D6_4 --- C5[C5 – HRBP Change]             </pre>		
<b>Date Updated</b>	10 <sup>th</sup> Oct 2024	<b>Grade</b>	D6

## KEY ACCOUNTABILITIES

- Creating the conditions to provide the appropriate support to colleagues through periods of change, which could include functional/group level re-organisation, redeployment, relocation, redundancy and/or changes in ways of working.
- Ensuring that effective project and change management approaches are deployed, risks and issues are managed, with effective mitigations in place, and an approach of post implementation lessons learned, and continuous improvement is embedded.
- Build and maintain strong stakeholder relationships and credibility in relation to people change expertise ensuring that all projects/activity consider and analyse the people, ER, policy and related process impacts of the change and are supported by a robust business case for change.
- Work with relevant stakeholders in relation to specific change activity, coaching and building capability enabling senior leaders to effectively lead and embed change with their teams.
- Provide insight and analysis to Business Partners, and wider SME central HR teams and change teams where people related issues are identified through change processes.
- Develop and implement effective change management guidance, processes and templates that adhere to FCDO restructuring, redeployment and redundancy policy.
- Lead on developing an effective relationship with the Trades Unions and developing robust engagement plans to deal with the people implications arising from change projects.
- Support Project sponsors or business change leads on effective Trades Unions consultation.
- Coordinate and capture post mapping and/or scoping activity.
- Support the business on organisational design and role design.
- Ensure legal obligations met and adherence to Civil Service and organisational policy.
- Provide expert advice on implementing organisational and culture change using organisation design and development principles
- Building effective stakeholder relationships within the business, wider HR, and other key stakeholders.
- Working with the resourcing team, HR Business Partner team and Cabinet Office teams to identify redeployment opportunities for displaced staff.
- Work with the reward team to develop business cases for Exit Schemes where data and insights indicate a need, to ensure successful outcomes that achieve business efficiencies.
- Working with business and Talent and Development on developing solutions to meet development requirements to support new ways of working.
- Benefits tracking to ensure realisation of people related benefits.

## KNOWLEDGE & KEY SKILLS

### *Essential:*

- Significant operational HR experience at a senior level in a complex organisation.
- Experience of delivering organisational or cultural change.
- Excellent project management skills with experience of leading people aspects of complex change initiatives
- Employee Relations background, with experience of leading on Trades Unions consultation
- Expert knowledge of employment law and HR best practice
- Excellent leadership and networking skills, able to influence and challenge at junior and senior levels

- Able to demonstrate how to use data and evidence to make decisions.

*Desirable:*

- Level 7 CIPD qualification or equivalent;
- Understanding of civil service HR policies and controls;
- Experience of delivering organisational or cultural change in a civil service environment, including understanding of Civil Service protocols
- Experience in a commercial environment;
- Knowledge of change management frameworks in a commercial context

### CIVIL SERVICE BEHAVIOURS

*Top three for job:*

1. Changing and Improving
2. Communicating and Influencing
3. Delivering at Pace

### SUCCESS INDICATORS

*Success measured and evidenced by:*

- Timely delivery of People Change programmes
- Business continuity maintained with people risks managed
- Legal and policy compliance
- Employee Engagement levels maintained or improved
- Improvement in People Survey scores on managing change
- Successful redeployment outcomes achieved
- Benefits realisation metrics achieved
- Lessons Learned implemented
- A high level of Stakeholder engagement

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
Yes/No	£ per annum	Yes/No
<b>Reports to: (Role Title and Grade)</b>	Head of Business Partnering and Change	
<b>Direct Reports: (Number and grades of staff)</b>	1 x C5	