

Role Profile



FCDO Services

Role Title	Senior HR Business Partner, Change		
Business group	HR		
Job Purpose	<p>This is a critical role in supporting the organisation to successfully implement and embed organisational 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 and treated as individuals with a voice so we can ensure the changes are 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>		
Org Chart	<pre> graph TD D7["D7 – Head of Strategic Business Partnering & Change HR 1.0 FTE"] D6_1["D6-Senior HRBP E&O, BS, CR 1.0 FTE"] D6_2["D6-Senior HRBP T&O, NACE, SR, CoS 1.0 FTE"] D6_3["D6 – Senior HRBP Logistics, Regions, COO 1.0 FTE"] D6_4["D6 – Senior HRBP Change 1.0 FTE"] C5["C5 – HRBP Change 1.0 FTE"] D7 --- D6_1 D7 --- D6_2 D7 --- D6_3 D7 --- D6_4 D6_4 --- C5 </pre>		
Date Updated		Grade	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, redundancy 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 align 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.
- Ensure legal obligations met and adherence to Civil Service and organisational policy.
- Provide expert advice on implementing organisational change and using organisation design principles
- Building effective stakeholder relationships within the business, wider HR, and other key stakeholders.
- Working with Senior HR Business Partners to identify redeployment opportunities for displaced staff.
- Building business case for Exit Schemes where data and insights indicate a need, working with the Reward Team to ensure successful outcomes that achieve business efficiencies.
- Working with business and Talent and Development on developing training material or solutions to meet development requirements to support new ways of working.
- Benefits tracking to ensure realisation of people related benefits

KNOWLEDGE & KEY SKILLS

Essential:

- HR Professional, CIPD accreditation
- 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
- Operational HR experience in a relevant environment;
- 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 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. Making Effective Decisions
2. Communicating and Influencing
3. Working Together

SUCCESS INDICATORS

Success measured and evidenced by:

- Timely delivery of People Change programmes
- Employee Engagement levels maintained or improved
- Improvement in People Survey scores on managing change
- Successful redeployment outcomes achieved

<ul style="list-style-type: none"> • Benefits realisation metrics achieved • Lessons Learned implemented • A high level of Stakeholder engagement 		
Budget Responsibility? Yes/No	If YES, how much: £ per annum	If NO can they authorise payments? Yes/No
Reports to: (Role Title and Grade)	Head of Business Partnering and Change	
Direct Reports: (Number and grades of staff)	1 x C5	

Please note that this a temporary format and will be transferred onto a new template shortly.