



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

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.

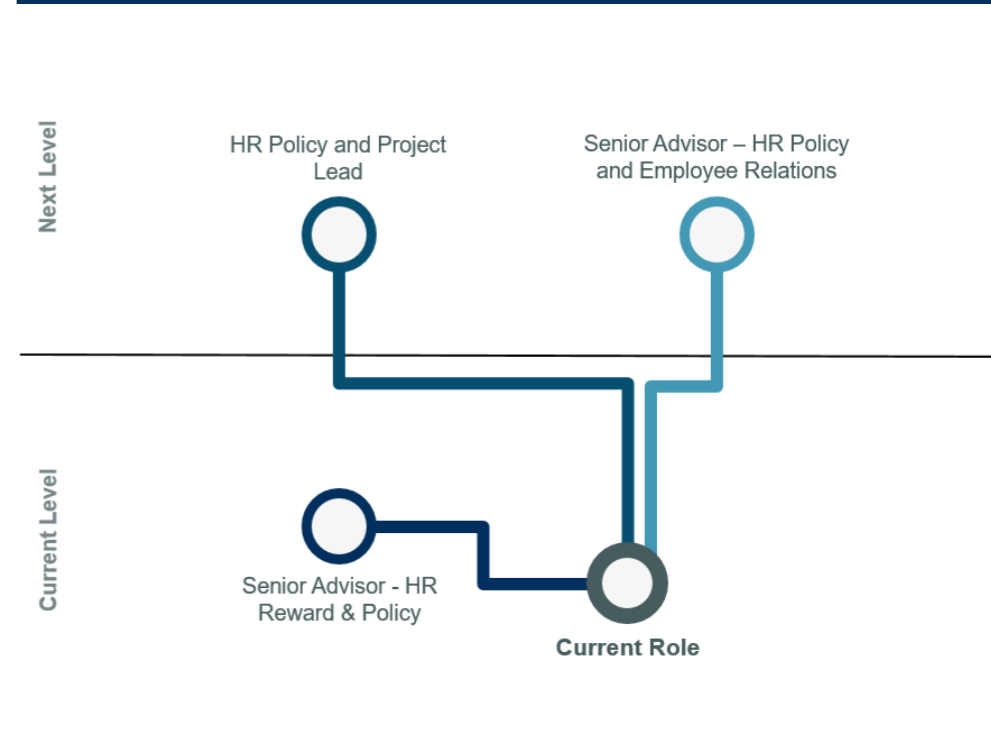
Authority and Scope

- 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 5 CIPD qualification or equivalent experience;

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