



Role Profile

Role Title	HR Policy and Project Lead				
Business group and team	Human Resources – Policy & Employee Relations Team				
Job Purpose Overview	The role holder will support the Senior Policy and Project Lead on the development, review, and implementation and monitoring of employment policies, guidance, procedures and terms and conditions with the aim of making them fit for purpose for a global business. The role holder will led on Diversity projects and initiatives in line with the strategy and supporting action plan.				
Organisational position	<pre>graph TD; D7[D7 - Head HR Policy and Employee Relations] --> D6P[D6 - Senior Policy and Employee Relations Lead]; D7 --> D6DI[D6 - Senior Diversity and Inclusion Lead]; D7 --> C5RS[C5 - Reward and Systems Lead]; D6P --> C5PP[C5 - Policy and Projects Lead]; D6P --> C5ERL[C5 - Employee Relations Lead]; C5ERL --> B3HR[B3 - HR Advisor x3]; B3HR --> A2HS[A2 - HR Support x3]; C5RS --> C4SRA[C4 - Senior Reward Advisor]; C4SRA --> B3MIRA[B3 - Management Information and Reward Advisor x2];</pre>				
Date Updated	Nov 2020		Updated By	SS	
Current / Applied Grade	C5	Job evaluation date	July 17	Confirmed grade	C5
JOB RESPONSIBILITIES					

Main responsibilities, focusing on the required outputs:

- Ensure HR policy is best fit and reflects the latest thinking within HR management, legislation and civil service guidance.
- Support delivery of Diversity projects and initiatives, helping to ensure that we are achieving the commitments and ambitions within the Diversity Strategy and action plan.
- Develop, review and introduction of “best fit” streamlined, globally accessible employment policies and procedures within the civil service framework that are aligned to the business plan and support business transformation and which also promote efficiency and progress towards commercial targets.
- Be aware of business issues and their potential impact on policy requirements and ensure that policies are kept up-to-date, relevant and fit for purpose.
- Ensure that the impacts of changes to employment legislation are identified and FCOS policies comply with all legal and reporting requirements.
- Provision of general education and effective communications to ensure awareness of HR policies by internal customers.
- Provide expert advice, HR services and coaching to managers, both directly and through business partners.
- Work alongside the Senior HR Employee Relations Advisor to document and monitor employment processes to ensure they are up-to-date and robust.
- Ensure the timely corporate communication of any changes to HR policy and procedures which might impact on budgets and workforce planning or have implications for individual staff.
- Ensure effective support is provided to the Senior Policy and Projects Lead by contributing to a range of HR projects and leading on allocated initiatives to ensure the delivery of people strategies.
- To oversee the maintenance and updating of the HR policy HUB pages and maybe oversee the management of document control on SharePoint.
- Trade Union Negotiation/consultation and staff engagement on the review and on proposed changes to policies and Terms and Conditions of employment.
- To be a flexible resource across the HR team by leading on or contributing to a range of HR projects, initiatives and employee relations issues to ensure the delivery of people strategies and HR work plans.

KNOWLEDGE AND KEY SKILLS

Essential:

- CIPD or equivalent experience of working in a HR role, preferably within operational, policy and/or change management.
- Experience and ability to interpret and provide advice on employment legislation Civil Service Codes, standards, terms & conditions and working practices.
- Strong project management and organisational skills.
- Demonstrable analytical skills.
- Strong interpersonal and communication skills with the ability to communicate clearly and effectively with staff at all grades.
- Strong People Management skills.
- Excellent IT skills. Including Word, Excel and PowerPoint skills.

Desirable:

- Experience of negotiating and building partnerships with Trade Union or staff associations.
- Past experience of developing HR policies.
- Past experience of people related projects.

CORE COMPETENCES

Top three for job:

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

CRITICAL SUCCESS FACTORS		
<i>Success measured and evidenced by:</i> <ul style="list-style-type: none"> • Development of HR Interventions that meet business objectives and meet legislative and Civil Service requirements. • Successful implementation of HR projects • HR policies are streamlined, user friendly, globally accessible, up to date and fit for purpose Positive feedback from managers via customer surveys.		
Budget Responsibility? Y/ N	If YES, how much: £ per annum	If NO can they authorise payments? Y/ N
Reports to: (Role Title and Grade)	Senior Policy & Projects Lead	
Direct Reports: (Number and grades of staff)	N/A	