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Job Title	HR Project Manager (Maternity Cover)
Team	HR Team
Reporting to	Head of HR
Responsible for	No direct reports
Job purpose	To lead and deliver on project work that champions and supports the delivery of our People Strategy.
Key responsibilities	<ul style="list-style-type: none"><li>• To develop and deliver specific areas of strategic project work that supports the delivery of our People Strategy, including developing new HR schemes and initiatives.</li><li>• To play a lead role in progressing our organisational wide People accreditations, in particular our work with the National Centre for Diversity</li><li>• Proactively co-lead the FREDIE volunteer group (the Society's EDI working group), ensuring the Society's aspirations and commitments are delivered in line with the Society's values and strategic objectives.</li><li>• To lead on the development and delivery of policy work that aligns with legislative changes.</li><li>• To prepare and present key reports including the Gender Pay Gap Report</li><li>• To evaluate and consciously improve in areas that impact on the employee experience</li><li>• To support the work of the wider HR team</li></ul>
Date	7 October 2024

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	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>Degree or equivalent in a Human Resources or related discipline</li> </ul>	<ul style="list-style-type: none"> <li>CIPD Qualified</li> <li>Project Management Qualification</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>Generalist HR experience – significant experience gained in working with the various stages of the employee life cycle</li> <li>Project and change management experience (from inception and delivery, through to embedding change.)</li> <li>Experience working in a role that supports an organisation’s EDI agenda</li> </ul>	<ul style="list-style-type: none"> <li>Specific experience in developing pay and reward strategies</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>In-depth knowledge of employee life cycle</li> <li>A clear understanding of UK employment legislation surrounding all HR activities.</li> <li>Knowledgeable in improving business performance and change management.</li> <li>Knowledge of EDI strategies and best practices.</li> <li>Strategic critical thinking, with ability to think creatively and innovatively, with excellent problem-solving abilities</li> <li>Ability to analyse and interpret data</li> <li>Excellent organisation skills, including ability to prioritise and multitask.</li> <li>Interpersonal skills including influencing,</li> </ul>	

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collaboration and  
relationship management

- Excellent written and oral communication skills
- Excellent IT skills with experience of MS Office Suite

Competencies &  
values

- Ability to persuade and influence
- Self starter / self motivated
- Strategic planner with ability to manage competing demands
- Resilient and can work under pressure
- Motivating by continuous improvement
- Tactful and discerning

Other

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