



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	HR & Organisational Development
Core Job Role:	
Job Title:	HR Project Manager
Reports to:	Senior HR Business Partner
Grade	Fixed Point 38
Date of compilation:	December 2022

SPECIFIC ROLE RESPONSIBILITIES:

1. Deliver an enabling and responsive, customer-focused HR and OD service
2. Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders.
3. Commitment to the delivery of a professional manager-led HR and OD (People) Service
4. Contribute towards service cross-functional projects and work streams
5. Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL
6. Contribute to and actively support the Wellbeing Strategy
7. Cultivate strong partnership working with all internal, external stakeholders including the Trade Unions, developing positive working relationships through effective engagement and communication

CORE RESPONSIBILITIES:

8. Lead on range of HR projects: Job Evaluation, change management, restructures, TUPE, Group- wide transformation programmes to ensure effective implementation of and compliance with all policies and procedures.
9. Manage expectations for the delivery of a project and escalate issues on deadlines as early as possible to enable appropriate corrective action to be taken.
10. Develop and maintain project plans, track progress against deliverables, ensuring the timely delivery of projects.
11. Identify and manage project risks and issues including implementing mitigating actions to reduce risk.

12. To support the delivery of the Group People Strategy and the strategic vision of the organisation from a people perspective.
13. Creative in approach to providing innovative solutions to support managers with workforce (talent and succession) planning and people management activity.
14. Act as a 'critical friend' and trusted partner to senior leaders, providing advice, guidance and thought leadership as required.
15. Design and deliver high impact solutions that meet the needs of the Group.
16. To support on the development of knowledge, skills and practice across the service
17. Take responsibility for continuous improvement of the service through redesigning of processes, maximising the use of IT and improving customer experience.
18. Contribute towards the governance and performance management of the HR&OD service, e.g., SAR, Ofsted, quality processes and performance.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	HR Project Manager
Department	HR & Organisational Development

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. CIPD Qualified Level 5 Qualification, or willingness to work towards	A / C
E	Q2. Relevant professional qualification and the ability to demonstrate significant and substantial experience/knowledge of change management.	A
D	Q3. Educated to Degree Level or equivalent	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Up to date knowledge of HR & OD best practice, cultural change, employment law and evidence of CPD	A / I
E	EK2. Knowledge and experience of initiating, planning and implementing HR projects and initiatives including Job Evaluation	A / I
E	EK3. Extensive experience of change management project implementation.	A / I
E	EK4. Experience in delivering a customer focused HR service	I

E	EK5. Significant experience of supporting and advising managers on complex and serious employee relations case work, particularly in relation to change management and change programmes.	A / I
E	EK6. Significant experience of developing and maintaining positive trade union relationships	I
E	EK7. Proven track record of achieving results	I
E	EK8. Experience of using Microsoft Office systems and databases, (Word, Excel, Outlook etc.)	A

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work as a strategic Partner, developing solutions to meet the needs of leaders and managers, creating positive business outcomes	A / I
E	SC2. Ability to establish positive working relationships at all levels both internally and externally, using influencing and negotiating skills appropriately	I
E	SC3. Ability to work within and across teams collaboratively; coaching and mentoring of others	I
E	SC4. Ability to plan, prepare, report and present issues to a wide range of audiences including the HR & OD Management Team, Senior and Executive Leadership & Management Teams	A / I
E	SC5. Ability to analyse and interpret varied workforce issues or situations and solve complex and difficult problems	A / I
E	SC6. Ability to contribute towards improving service delivery and/or processes with cost-effective solutions	I
E	SC7. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing.	I

E	SC8. Analytical and problem solving skills with the ability to make sense of complex issues, identify and implement resolutions	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I