

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	Project Coordinator
Job Title:	HR Project Co-ordinator
Reports to:	Senior HR Business Partner
Grade	E
Date of compilation:	January 2024

ROLE SUMMARY:

To support a range of HR organisation wide projects working to the Senior HR Business Partner team. Initially focussed on the implementation of the Job Evaluation system across the Group and the accompanying compilation of job families and standardised job descriptions which support this.

SPECIFIC ROLE RESPONSIBILITIES:

- Coordinate job evaluation and core job description project, ensuring project actions and outcomes are met according to agreed timescales.
- Develop and maintain robust and accurate trackers in relation to job families, core job descriptions, job evaluation and panel outcomes.
- Coordinate and administer job evaluation panels, ensuring actions and outcomes are recorded and communicated appropriately.
- Liaise with managers and experts across the group to build a portfolio of agreed core job descriptions.
- Ensure communication plans are prepared in good time and are implemented accordingly.
- In conjunction with the Resources team and Senior HR Business Partners, ensure that job evaluation and associated panel confirmation are embedded within processes with appropriate guidance documentation.
- Prepare regular milestone updates for various audiences, not limited to the HR team, Senior Managers and Trade Union colleagues.
- Consider and identify risks throughout project implementation, ensuring they are highlighted with appropriate parties and mitigated fully wherever possible.

CORE RESPONSIBILITIES:

- To provide professional, responsive and confidential project support with a solution-focused approach.
- To assist with the planning and achievement of identified operational and strategic objectives, to optimise the use of their time/resources and co-ordinate project work aligned to the objectives.
- The postholder will work in a complex environment of constant change and pressure where a significant level of independent decision making, judgement, sensitivity and discretion is required.
- Deliver and support projects – including the planning and implementation across the FE colleges or Group as appropriate.
- Prepare, analyse and utilise a range of information and data to produce reports and information strategies for improvement consistent with the Luminate Education Group.
- To support and monitor progress against internal audit recommendations.
- To collate and assimilate reports and make recommendations.

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.*

Job Title:	Project Co-ordinator
Department	HR

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. Educated to a minimum GCSE level A*-C or equivalent in English & Maths	A / C
E	Q2. A recognised IT and/or Business Administration qualification or experience of working in a busy office environment with a willingness to work towards.	A / C
E	Q3. A recognised Project Management Qualification or experience of managing multiple projects and a willingness to work towards.	A / C
E	Q4. Experience of extracting and assimilating data and information from a wide range of sources.	A / C
E	Q5. Evidence of / commitment to ongoing professional development and ability to demonstrate how this has been applied in the workplace.	A / C

D	Q6. Experience of working within the education sector.	A / I
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of liaising and working collaboratively with internal and external stakeholders, with the ability to develop highly effective working relationships at all levels and provide exceptional customer service.	A
E	EK2. Experience in managing projects and working within an operational HR setting.	A / I
E	EK3. Experience of researching and analysing information and presenting in a concise format.	P
E	EK4. Experience of implementing effective quality improvement systems and strategies which have led to service improvements.	A / I
D	EK5. Experience of mentoring colleagues.	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload, and delegate effectively.	A / T
E	SC2. Excellent interpersonal, influencing and oral communication skills.	A / I / P
E	SC3. Excellent, clear and concise written communication skills including the ability to draft reports, correspondence and minutes to a high standard of presentation and accuracy.	A / T / P
E	SC4. Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges.	I

E	SC5. The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards.	T / P
E	SC6. Excellent IT skills, and ability to demonstrate advanced use of the Microsoft Office range of programmes.	T / P
E	SC7. The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact.	I
E	SC8. The ability to work effectively as a member of a team.	A
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