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**Job Description**

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| **Job Title** | **HR Consultant** | **Grade** | **8** |
| **Faculty/ Directorate** | **HR** | **Section** | **Organisational Effectiveness** |
| **Reports to** | **Organisational Effectiveness Manager** | **Direct reports** | **N/A** |

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| **Job purpose** |
| The HR Consultant is responsible for the delivery of strategic projects and organisational design initiatives across HR disciplines. They will design, implement and embed HR and OD solutions, approaches and policies in line with corporate requirements to increase the capability of the University. |

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| **Role Accountabilities** |
| Lead and manage all aspects of project design and delivery, supporting the HR Leadership Team in organisation design, strategic development, transformation and change, organisational effectiveness and design.  Scope, manage and deliver the implementation of new and revised strategic and operational projects against the mission, standards and vision of the University.  Evaluate and update existing HR policy, processes and procedures and make recommendations for improvements to ensure they are efficient and customer friendly, in line with legal and best practice and meet ongoing business and academic needs.  Develop and implement new HR and OE initiatives and procedures, ensuring they are in line with legal and best practice requirements and meet ongoing business and academic needs.  Ensure all projects include projects initiation documents (PID), project planning, risk register and include regular status updates to stakeholders including how to mitigate risks.  Facilitate project deliverables with all parties involved in a project including external suppliers and ensure appropriate communication plans are in place.  With the HR team, deliver activities to mainstream staff EDI against the strategic plan.  Collaborate and act as a source of expertise to HR teams, HRBPs and OD Partners and HR Advisers to establish consistent HR practices and processes across the University.  Ensure briefings are provided to the University on new initiatives and provide recommendations for consideration and for possible implementation of their Faculty and Directorate.  Ensure that knowledge is updated, awareness increased and legislation is adhered to throughout the University.  Develop and produce papers for University committees ensuring they provide appropriate recommendations for consideration with a qualitative and quantitative evidence base where appropriate.  Undertake tender exercises in accordance with Financial Regulations where it has been agreed an external supplier is needed. Ensure a proper scoping document is provided and the requirements are set out clearly and correctly and manage the supplier interface for designated projects.  Consult and negotiate with the University’s recognised Trade Unions on changes to procedures that you are devising and agree implementation and communication plans for roll out.  Maintain up to date knowledge of excellent HR practice in all sectors on Organisational Design, including Change Management, Cost-Savings, Equality, Diversity and Inclusion, (EDI), Pay and Reward, job design and evaluation. |

**Person Specification**

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| **Knowledge & Qualifications** | **Essential** | **Desirable** |
| * Degree level qualification plus CIPD Membership or equivalent * Extensive generalist HR knowledge (in any sector) * Experience of operating under either the HR Business Partner or Consultancy model * Previous achievements in managing projects | **X**  **X**  **X**  **X** |  |

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| **Skills & Competences** |
| * Excellent communications skills (written and oral) * Highly developed consulting skills * Advanced IT and BI skills (Microsoft Project, Word, Excel including pivot-tables and reporting, Power-point, database applications, HR systems and reporting, Business Objects, Tableau) * Excellent relationship building abilities and * Persuasive and clear written communication and report writing skills. * Strong sense of customer focus, responsiveness and the ability to resolve conflicting demands and complex issues positively. * Highly developed influencing and negotiation skills. * A commitment to diversity and equality. |

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| **Important Working Relationships** |
| * Faculty & Directorates * DVC * HR Director * Head of Business Partnering * Organisation Effectiveness Manager * Head of OD * OD Partner * EDI & Charter Marks Manager * HR Consultant * HR Business Partners * HR Shared Services |