

Head of HR Project Practice

Grade: Senior Executive Officer (Pay Band 25)

You will report to: Director of Business Partnering and Project Practice

You will line manage: HR Project Practice Team of 6 Project Advisors – 2 direct reports

What we do?

The Office of Human Resources (OHR) is a central service that is vital in supporting employees and leaders across all IOM Government functions.

OHR is transforming its structure, skills and resources to bring the Chief Minister's vision of a 'People First' organisation to life. We aim to create an OHR that truly supports our customers and our staff where everyone is given opportunities to develop, there is a positive atmosphere that values each person's contributions and successes and we deliver a service we can be proud of. We are looking for passionate individuals to help us achieve our vision, improve our services and enable people to reach their potential.

Our Objectives:

- Cultivate a performance-driven culture across the public service
- Remodel career development, talent management and succession strategies and
- Work towards becoming the Island's employer of choice

What will you do?

You will play an active and pivotal role in establishing a change and project management structure and methodology for HR, ensuring that it remains at the forefront of best practice. You will lead a team of HR Project Advisors in delivering HR projects and interventions in the Departments, Boards and Offices, and internally within HR.

This will require the application of excellent project management skills, in addition to applying excellent HR generalist knowledge and expertise to support the delivery of strategically critical projects and the ability to develop effective reporting and communication with key stakeholders.

What does that involve?

Leadership

You will:

- Establish and lead the new HR Project Practice team ensuring organisational priorities are enabled from a people perspective;

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- Ensure proper governance is established, delivering high quality HR project management to Departments, Boards and Offices across Isle of Man Government in order to ensure that the people-related challenges and priorities of key stakeholders are properly understood and addressed;
- Contribute to the development and shaping of OHR's Strategy, ensuring that it is reflective of the priorities and goals of the various Departments, Boards and Offices;
- Facilitate a culture of knowledge-sharing between HR teams to ensure joined up ways of working;
- Work with the team to identify development opportunities and skills gaps to support individual, team and functional capability;
- Ensure the HR Project Practice team is aligned with other HR teams and Centres of Expertise, to enhance working practices within OHR whilst nurturing positive relationships to deliver people initiatives and service improvements;
- Establish and leverage reliable people data, metrics and analytics in order to lead the project practice team and to support the development of proactive people interventions in conjunction with the HR Business Partners and Centre of Expertise teams;
- Establish clear, measurable and tangible KPIs with Departments, Boards and Offices and regularly report on the same.

Project Management

In addition, you will:

- In conjunction with the Director of Business Partnering and Project Practice, establish the HR Project Practice team as a centre of expertise in HR Programme and Project management, supporting HRBPs and colleagues from other HR teams to deliver strategically important HR projects and interventions in the Departments, Boards and Offices, and internally within HR;
- Institute an appropriate governance and project framework to make informed strategic priority management decisions with regards to the deployment of Project Practice resources to projects;
- Prepare briefing papers specifically related to projects you are responsible for but also within your sphere of HR expertise to Strategic and Executive Leadership groups including, but not limited to, Chief Officer Group, Council of Ministers and Cabinet Office Board;
- Develop project charters identifying scope, budgets and other resources, timescales and key deliverables;
- Lead, manage and utilise expert HR generalist knowledge to contribute to projects as required;
- Provide project management oversight and quality assurance on projects undertaken in Departments, Boards and Offices;
- Undertake and oversee research to support the delivery of HR projects and strategic objectives;
- Ensure the necessary tasks are undertaken tasks to deliver agreed project outcomes;
- Act as the co-ordinator of internal and cross-Government stakeholders, liaising with officers at all levels to ensure relevant specialist input is obtained in a timely manner and to project timeframes;

- Oversee the production, monitoring and maintenance of project management documentation and systems to ensure agreed outcomes are met;
- Input into the strategic decision making process as required to determine OHR priorities and planning.

Representation & Promotion

You will represent the Office of Human Resources, the Public Services Commission and the Cabinet Office in a wide range of HR related settings and, where appropriate, promote Government policy, strategy, procedures and the services the Office of Human Resources provides. This will include:

- Attending meetings, conducting discussions and delivering presentations to explain HR projects and plans;
- Supporting the Director in managing the Governments relationships with public service Trade Unions through collective bargaining, to ensure effective partnership working with Departments of Government and promote the values of equality and fairness of treatment for all staff;
- Deputise for the Director of Business Partnering and Project Practice, as required, at Senior Management meetings;
- Contributing to officer level and other working groups across Government in support of the work of OHR and the HR projects that your team are responsible for;
- Actively contributing to the work of Departments, Boards and Offices through Leadership meetings.

People and Performance Management & Improvement

You will also provide support to OHR in a number of areas which may include but are not limited to:

- Contributing to the development of a compelling vision for the future of OHR, empowering your team to deliver high-performing HR services by placing the customer at the heart of the HR services they deliver. Inspiring your team to continually learn, adapt and make improvements to their area of work;
- Working with leaders to ensure that your team is delivering agreed actions against the Government's and OHR's Strategy and managing the performance through key performance indicators. You will also support the Director of Business Partnering and Project Practice in the continuous review and alignment of objectives and priorities;
- Promoting the work of Government enhancing the reputation as an employer of choice and implementing and maintaining the culture reform programme, Our Public Service, A Great Place to Work;
- Ensuring that you keep up to date with the latest information, law and developments in all HR matters. This will inform how you lead and deliver HR projects and support the Public Service to respond to change, such as equality legislation, flexible and remote working and well-being initiatives.

Operational Support

As a Service Lead in OHR, when necessary you will also:

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- Provide professional /specialist HR advice, guidance and support to the Department, Board or Office and any relevant third parties on HR issues including terms and conditions of service, equal opportunities, discipline, grievance, capability, performance and absence management;
- Undertake Job Evaluations and Grading Support (JEGS) on behalf of OHR;
- Assist colleagues in the team to draft/revise/update policies including carrying out associated Equality Impact Assessments;
- Assist with the answering of parliamentary questions and Freedom of Information requests;
- Work with the Executive Director and Service Leads to contribute to maintaining an effective HR Shared Service.

Integrity

As an appointee of the Office of Human Resources, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all OHR business and to uphold such confidences.

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their advice and actions on others and will seek guidance as appropriate. The job holder will be responsible for identifying any possible risks to a responsible manager, Safety Adviser and/or the Health and Safety Review Group as appropriate.

General Scope

This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job description will be reviewed as necessary to reflect the future requirements.

What do you need to be successful in this role?

| | Essential or Desirable | Method of Assessment |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------|
| Credibility | | |
| Evidence of/and ongoing commitment to Continuing Professional Development | Essential | CV/Interview |
| Formal Project Management qualification or willing to work towards | Essential | CV/Interview |
| Experience of Project Management methodology | Essential | CV/Interview |
| Experience within a project management or business change role | Essential | CV/ Interview |
| Previous experience of working in the Isle of Man Public Service or HR environment | Desirable | CV/Interview |
| Capability | | |
| Working knowledge of the Isle of Man Government | Desirable | CV/Interview |
| Ability to assimilate, analyse and evaluate complex issues and communicate recommendations and the rationale for these clearly, accurately and professionally | Essential | Interview |
| The credibility and ability to influence and persuade at all levels | Essential | CV/Interview |
| Ability to balance different demands and workloads whilst remaining positive during challenging times | Essential | CV/Interview |
| Ability to work with autonomy while offering excellent support to staff and other stakeholders/partners | Essential | CV/Interview |
| Computer literate with experience of using project management software | Essential | CV/Interview |
| Future-focused. Encourages innovation and supports change | Essential | Interview |
| Knowledge of data protection principles and their application in the workplace | Essential | CV/Interview |
| Proven ability to analyse and interpret HR analytics to identify trends, enhance decision-making and provide actionable insights to improve the organisations performance | Essential | CV/Interview |

| Character | | |
|---------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|
| Able to build rapport with others | Essential | Interview |
| Show persistence and perseverance in overcoming major obstacles or long-running problems | Essential | Interview |
| Addresses the issues. Sound judgement, assertive, tenacious. Confident and persuasive with personal impact and resilience | Essential | Interview |
| Calm and controlled under pressure | Essential | Interview |
| Ability to align HR strategies with the mission, objectives, and policies of the public sector organization | Desirable | Interview |
| Professionally curious and able to develop creative solutions when faced with challenges | Essential | Interview |
| Proactive with a results driven approach and attitude | Essential | Interview |
| Other requirements | | |
| Isle of Man Worker | Desirable | Application/Checks |
| Flexibility and willingness to work between different locations | Essential | CV |
| Able to have flexibility in working hours | Essential | CV/Interview |
| Committed to CPD and prepared to undertake further development in line with the role | Essential | CV/Assessment |

People Qualities – Level 5

The Isle of Man Government People Qualities have been designed as a framework to support positive personal development for every individual within the organisation.

<https://hr.gov.im/media/1644/iomg-people-qualities-level-5.pdf>