

Job Description

Assistant People Partner (Operational Change and ER Advice Lead)

People Services

Grade: F

Role profile: SMF1

Full time (37 Hours per week)

Permanent

	Duties of the role
Overall purpose of the role	<p>The Assistant People Partner will work closely with the Senior People Partner (Change and Projects), People Services colleagues and leaders across the University to lead the operational delivery of organisational people related change programmes, restructures, workforce change initiatives and consultation exercises.</p> <p>The role will provide specialist employee relations advice and guidance on complex matters arising from organisational change, ensuring activity is delivered fairly, consistently and in accordance with employment legislation, University policies and best practice. As a key member of the change team, the postholder will support leaders and managers through sustainable organisational change and line manage an HR Advisor, ensuring the delivery of a high-quality service and development of capability within the team.</p>
Main duties and responsibilities	<p>Organisational Change and Workforce Transformation</p> <ul style="list-style-type: none"> • Lead the operational delivery of organisational change programmes, including restructures, workforce reviews, service redesigns and redundancy exercises. • Develop and coordinate operational project plans, consultation approaches, timelines, communications and implementation activities to support effective delivery of change. • Provide specialist advice on employment status, job grading and job evaluation matters arising from organisational change activity, ensuring decisions are evidence-based and aligned with University policy. • Monitor operational change programme risks and issues, escalating where appropriate to support effective decision-making and governance. • Work collaboratively with People Partners and key stakeholders to ensure a consistent approach to consultation, employee relations processes, risk management and implementation. • Maintain oversight of workforce numbers and changes arising from restructures and workforce transformation programmes, identifying when statutory consultation requirements may be triggered and supporting the completion of relevant processes, including HR1 notifications and Section 188 information requirements. <p>Employee Relations</p> <ul style="list-style-type: none"> • Act as the specialist employee relations adviser to organisational change projects and the wider change team, acting as the escalation point for complex and high-risk matters relating to restructures, contractual change, redeployment, redundancy and consultation processes. • Provide risk-based advice and recommendations to senior leaders and managers, balancing organisational objectives, employee experience, legal compliance and operational requirements. • Lead and support collective and individual consultation processes, ensuring compliance with statutory requirements and University procedures.

- Build effective relationships with Trade Union representatives and support consultation and negotiation activity where required.
- Maintain awareness of employment legislation, case law and sector developments, advising on implications for organisational change practices.

Project and Stakeholder Management

- Build effective relationships with leaders, managers, People Services colleagues and stakeholders to understand requirements, resolve issues and remove barriers to successful change delivery.
- Analyse workforce data, equality information and organisational insights to support change programmes, including Equality Impact Assessments, risk assessments and evidence-based recommendations.
- Contribute to the development of policies, procedures, guidance and resources relating to organisational change and employee relations.
- Identify opportunities for continuous improvement and support the use of digital solutions to enhance service delivery and employee experience.
- Work with People Services colleagues to ensure appropriate support, communications, guidance and training are available for managers and colleagues affected by organisational change.
- Work closely with the Project Officer to coordinate the planning and delivery of restructures and workforce change programmes, ensuring activity progresses in line with agreed plans, timelines and governance requirements.
- Escalate key risks, dependencies, milestones and delivery challenges to the Senior People Partner (Change and Projects).

Leadership and Team Management

- Line manage, support and develop an HR Advisor, ensuring priorities are effectively managed and service standards are maintained.
- Provide quality assurance and oversight of HR Advisor activity, ensuring advice and processes are accurate, consistent, compliant with University policies and aligned with best practice.
- Coach and support People Services colleagues to develop capability and promote best practice in employee relations and organisational change.
- Contribute to wider People Services objectives and projects as required.

General:

- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.
- The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as

applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

- Role model and act in accordance with the University's Leadership and Management Standards and Behaviours framework aligned to DMU values: -

Collaborative - *encourage my team to collaborate and share best practices, set clear and aspirational goals, create outcome-focused work plans, and recognise strengths and support development.*

Compassionate - *provide honest and constructive feedback, foster a safe and open work environment, deliver difficult decisions with credibility, and act with integrity and transparency.*

Creative - *create an environment that encourages questioning and idea sharing, minimises bureaucracy, facilitates open discussions about mistakes, and involves teams in continuous service improvement.*

Community minded - *encourage diverse perspectives, promptly address conflicts and inappropriate behaviours, and foster a culture of mutual respect.*

Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Technical	Professional HR qualification (Graduate CIPD) or equivalent relevant work experience	Essential	X			X
	Educated to degree level or equivalent work experience	Essential	X			X
	Significant experience of providing specialist employee relations advice on complex employment matters, including organisational change, restructures, redundancy, contractual changes and consultation processes.	Essential	X	X	X	
	Experience of leading and delivering the operational aspects of complex people related organisational change programmes, including restructures, workforce reviews, service redesigns, redundancy exercises and consultation activity within a complex organisation.	Essential	X	X	X	
	Experience of planning and delivering collective and individual consultation processes, including engagement with recognised Trade Unions and employee representatives, and supporting statutory consultation requirements such as HR1 notifications and Section 188 obligations.	Essential	X	X		
	Experience of providing advice that balances employment legislation, organisational objectives, employee experience and operational requirements	Essential	X	X	X	
	Up-to-date knowledge of employment legislation, case law and best practice relating to organisational change and employee relations	Essential	X	X	X	
	Experience of interpreting workforce data and equality information to inform decision-making, risk assessments and Equality Impact Assessments (EIAs)	Essential	X	X	X	
	Experience of supporting the development and delivery of guidance, communications or training to support managers and colleagues through organisational change	Essential	X	X	X	

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Experience of delivering project outcomes within a complex environment with changing and competing priorities	Essential	X	X	X	
	Ability to proactively identify emerging employment law, case law and sector changes, assessing their impact on organisational change activity and recommending improvements to policies, processes and practices to mitigate legal and employee relations risk.	Essential		X		
	Experience of using digital tools, data or process improvement approaches to enhance service delivery and employee experience		Desirable	X	X	
	Knowledge and experience of job evaluation, employment status and workforce planning processes		Desirable	X	X	
Performance Management	Experience of line managing, coaching and developing staff and supporting capability growth	Essential	X	X		
	Ability to provide quality assurance and professional oversight of HR advice and operational processes in a complex organisation ensuring consistency, accuracy and compliance with policy, procedures and legislation	Essential	X	X		
	Ability to prioritise and manage multiple operational change projects, balancing competing deadlines and stakeholder expectations	Essential		X	X	
	Ability to identify, assess and manage risks, dependencies and issues within complex change programmes, providing appropriate escalation and recommendations to support effective governance and decision-making.	Essential	X	X	X	
	Ability to make evidence-based recommendations and influence senior leaders and managers	Essential		X	X	
	Ability to build effective relationships with senior leaders, managers, People Services colleagues and wider stakeholders with a commitment to providing a high-quality customer focused people service	Essential		X	X	
Stakeholder Management and Customer Service	Ability to communicate complex employee relations and change matters clearly, confidently and sensitively	Essential		X	X	
	Experience of working collaboratively with project teams and stakeholders to deliver organisational outcomes and effectively manage the expectations, of competing stakeholders.	Essential	X	X		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Experience of supporting colleagues and managers through periods of organisational change	Essential	X	X		
	Experience of coordinating operational project activity, managing milestones, dependencies and deliverables to support successful implementation of organisational change programmes.	Essential	X	X		
Personal Effectiveness	Strong written and verbal communication skills, with the ability to produce clear advice and recommendations	Essential	X	X	X	
	Ability to analyse complex information and translate it into practical recommendations and solutions	Essential		X	X	
	Ability to demonstrate tact, diplomacy and empathy when dealing with sensitive employee relations matters	Essential		X	X	
	Able to act in a calm and resilient manner when faced with uncertainty and pressure	Essential	X	X		
	Commitment to equality, diversity and inclusion, with experience of considering equality impacts within decision-making	Essential	X	X		
	Ability to demonstrate behaviors aligned to University values	Essential	X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**