



## Role Profile

The Role			
Role Title:	<b>HR Project Lead</b>	Reporting to (job):	Assistant Director – HR Operations Dotted line to Strategy Delivery Unit and Assistant Director - Employee Engagement
Legacy job titles covered by this role profile:		Jobs that typically report into this role:	0
Function / Org Unit	People & Culture	Job Number: <i>(to be assigned by Reward)</i>	
Base and travel	Hybrid	Band <i>(to be assigned by Reward)</i>	
<b>Role Dimensions</b>			
Number of direct reports	0	Manager/Individual Contributor:	
Number of dotted line reports	1 - will increase depending on size of projects	Budget (Operating/Capital)	n/a
Total No of Reporting Staff (include all direct and indirect reports)	Managing Project Teams	Decision Making Authority & Responsibility for Resources	Implement P&C aspects of RSPCA Transformation and business operations projects, designing processes to fulfil projects. Working collaboratively to make decisions relating to project design and ensure projects are delivered to time.
Working Environment	Hybrid with potential travel		

<b>Role Purpose</b>	<p>The RSPCA has an ambitious strategy in place to achieve its 2030 visitation; A World where all animals are respected and treated with kindness and compassion.</p> <p>The HR Project Lead will be responsible for delivering the P&amp;C elements of the RSPCA's transformation programmes, including specific deliverables, individual projects and workstream.</p> <p>Manage and directly deliver employee relations processes.</p>
<b>Principal Accountabilities</b>	<p>Lead on the delivery of the HR Operations/employee experience projects to involve: Planning, coordination and execution RSPCA Transformation projects from a People and Culture perspective.</p> <p>Working collaboratively with the P&amp;C Senior Leadership team and other stakeholders to support the change agenda.</p> <p>Work collaboratively with the HR Business Partner team to support the delivery of these projects.</p> <p>Work collaboratively with all transformation programme managers and business owners across the transformation streams to provide P&amp;C guidance on policy, procedure and guidance.</p> <p>Develop suites of documents to support the delivery of these projects.</p> <p>Utilise inhouse and external ER support to ensure effective change management/consultation processes.</p> <p>Reporting on project delivery and management of any project resources.</p> <p>Review project risks, design mitigations to risk and escalate accordingly to HR Director, Ad - HR Operations, and the AD-Employee Experience.</p> <p>Develop strong and influential relationships, at all levels, to ensure the appropriate focus on the people elements of the RSPCA transformation projects.</p> <p>Collaboratively work with Directors and Senior Leaders and peers across the RSPCA to ensure that the people aspects of their transformation plans are appropriately managed.</p> <p>Attend Strategy Delivery Unit, transformation performance meetings and represent P&amp;C.</p>

<b>Key Interfaces</b>	Reporting to the AD – HR Operations, with a dotted reporting line to AD- Employee Experience, and the Strategy Delivery Unit, working closely with key leaders in the People and Culture team, the Strategy Delivery Unit, the Communications teams (internal and external) and RSPCA Directors, Assistant Directors to role out P&C aspects of the RSPCA transformation agenda. Effectively communicate plans and drive these forward using P&C Centres of Expertise working collaborative working with HR Operations Centre and HR Advisors to deliver the scope of the projects.
<b>The Person</b>	
<b>Personal Attributes and Key Competencies</b>	<p><b>Skills and Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• Strong communication and engagement skills demonstrated at all levels of the organisation</li> <li>• Strong planning and organisation acumen with the ability to simultaneously manage several challenging projects and issues across a wide geography.</li> <li>• A proven self-starter, with evidence of taking the initiative and persisting in accomplishing objectives despite obstacles and setbacks.</li> <li>• Sound decision making and judgement across the range of HR activities - able to ascertain key facts and assess situations in order to take the most appropriate action within required timescales and the demands of the situation</li> <li>• Works well under pressure, thriving in a fluid environment and can change direction quickly to keep up with business demands, maintaining use of best practises in HR.</li> <li>• Excellent relationship and stakeholder skills and management in terms of building up and maintaining relationships through forming close working ties and delivering for the organisation</li> <li>• Strong written and verbal communications skills</li> </ul>
<b>Essential Key Skills, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Strong project management experience, demonstrating taking projects from design through to delivery</li> <li>• Experience of managing Redundancy and TUPE processes</li> <li>• Strong employee and industrial relations experience, ideally having worked in a unionised environment with complex challenges</li> <li>• Ability to work independently</li> </ul>

<b>Desirable Key Skills Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience within the charity sector</li> <li>• Experience of an HR Operations role as a HR BP or HR Manager</li> <li>• Experience of change management</li> <li>• CIPD Level 7 qualified</li> <li>• Ability to develop strong and trusting relationships across the Society, including with trade unions, based upon in-depth understanding of business/organisation strategies and challenges and providing comprehensive people plans to support these organisation goals</li> <li>• Extensive experience in influencing and persuading senior managers to embrace and adopt good people practice and change/do things differently</li> <li>• Experience of working to support and influence managers, ideally with an operations environment.</li> <li>• Experience of working in a changing organisation and having partnered managers, team and individuals through that change</li> </ul>
<b>Personal commitment to:</b>	<p>Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals.</p> <p>Take care of their own health and safety and that of others who may be affected by their acts and omissions.</p> <p>Uphold the RSPCA's core values</p> <p>Cooperate with Society policies and procedures</p> <p>Understand and comply with any Society Code of Conduct.</p>
<b>RSPCA Core Values</b>	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p><b>We are compassionate:</b> we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p>

	<p><b>We are inspirational:</b> we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p><b>We are committed:</b> we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p><b>We are expert:</b> we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p><b>We act with integrity:</b> we are honest and trustworthy, we act with integrity, we do what's right.</p>
--	---

Creation and Authorisation		
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by:	Role:	Date:
	Role:	
Approved by (operations):		Date:
Approved by (HR):	Role:	Date:
Date Job last evaluated:		