JOB DESCRIPTION

JOB TITLE:	HR Project Officer – 2 years FTC
MANAGED BY:	HR Project & Data Manager
GRADE:	**Grade 8** **SP 27-31** **£37,035- £40,476**

ROLE OVERVIEW

Key accountabilities:	• Support the delivery of HR projects by coordinating timelines, risks, and stakeholder engagement to ensure successful outcomes. • Maintain project governance by managing documentation, tracking project milestones, and ensuring compliance with policies and frameworks. • Develop and maintain project reports, dashboards, and performance indicators to measure progress and impact. • Analyse and interpret HR data to identify trends, inform strategic decision-making, and improve processes. • Act as a key contact for project-related queries, ensuring effective communication across teams and departments. • Assist in designing and implementing new HR processes and policies to enhance efficiency and compliance.
Key relationships:	• **Managed by:** HR Project & Data Manager • **Works closely with:** Head of HR & OD HR, Resourcing, Communications, DE&I and Learning & Development Teams Corporate Performance Team Programme Management Office

THE ROLE

As a Project Officer, you will play a vital role in supporting and driving HR projects that enhance organisational effectiveness and people processes. You will work closely with the HR Project & Data Manager to manage projects from inception to completion, ensuring they align with strategic priorities.

The role requires a blend of project coordination, data analysis, stakeholder engagement, and process improvement skills to facilitate smooth project execution.

KEY RESPONSIBILITIES

Project Management & Coordination

- Support the planning, delivery, and evaluation of HR projects to ensure alignment with business objectives.
- Maintain project plans, risk logs, and governance documentation to ensure clarity and accountability.
- Identify and escalate risks, delays, or challenges that could impact project delivery.
- Ensure projects are delivered within agreed timeframes and resource allocations.
- Support the HR Project & Data Manager in developing project dashboards for senior stakeholders.

Data Management & Reporting

- Collect, analyse, and interpret HR data to support evidence-based decision-making.
- Produce reports and insights on key people metrics, such as turnover, recruitment efficiency, and performance trends.
- Ensure accuracy, integrity, and compliance in data management and reporting activities.

Process Improvement & Documentation

- Assist in the development and documentation of new HR processes, policies, and toolkits.
- Identify inefficiencies in HR workflows and propose data-driven solutions for improvement.
- Maintain up-to-date records of project frameworks, guidance documents, and operational procedures.

Stakeholder Engagement & Communication

- Act as a liaison between HR, project teams, and key stakeholders, ensuring clear communication.
- Coordinate and facilitate meetings, briefings, and workshops to support project engagement.
- Prepare reports, presentations, and communications to update stakeholders on project progress.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications & Knowledge

- Experience in managing or supporting projects within HR, business operations, or organisational development.
- Knowledge of project management methodologies and tools.
- Understanding of HR functions, processes, and data management principles.
- Strong IT proficiency, particularly in Microsoft Office (Excel, PowerPoint, Word) and project management tools.

Experience

- Proven track record in project management, coordination, or delivery.
- Experience managing project timelines, risks, and stakeholder engagement.
- Strong experience in handling and analysing data to inform decision-making.
- Experience working in a structured governance framework within a public sector or regulated environment.

Skills & Competencies

- Excellent organisational skills, with the ability to prioritise multiple tasks and meet deadlines.
- Strong analytical and problem-solving skills, with a data-driven approach to decision-making.
- Confident communicator with the ability to engage and influence stakeholders at all levels.
- Proactive, self-motivated, and adaptable to changing priorities.
- Ability to work independently while contributing to a wider team.

DESIRABLE

Qualifications and Knowledge

- Project management qualification (e.g., PRINCE2 Practitioner, APM) or willingness to work towards one.

Experience

- Experience working in an HR or public sector environment.
- Familiarity with HR systems such as iTrent, Power BI, or similar platforms.