

Job Description

Job Title:	Senior HR Project Manager
Reporting to:	People Director
Department:	People Team
Direct Reports:	None
Budget:	None
JD date reviewed:	October 2024
Job Level:	16
Job Family:	How we Operate

Job Purpose

1. To lead and deliver strategic HR projects across the organisation, ensuring alignment with Eastlight's values, and operational objectives.
2. To work collaboratively with leadership to drive change management, implement people solutions, improve culture and employee engagement, talent management, and operational efficiency.
3. To be a key driver in transforming people processes, supporting the implementation of best practices, and ensuring compliance with UK employment laws and regulatory requirements.
4. To support the organisation with employee relation matters including investigation, grievance, disputes and appeals, while ensuring compliance with employment laws, regulation and best practice.
5. To be a key advisor in the People and Business Services directorate, helping to shape and implement Eastlight's people strategy and operations.
6. To support health and safety activities to meet future needs of Eastlight.

Key Strategic Responsibilities

- To work closely with leadership colleagues in the People and Business Services directorate to develop, plan, and implement the organisation's people strategy, ensuring alignment with the overall organisational goals.
- To collaborate with internal and external stakeholders to ensure that people and health and safety projects are delivered effectively and meet organisational needs.
- To support the development of long-term workforce planning strategies to ensure Eastlight has the right talent, skills, and capacity to meet its future needs and growth targets.
- To lead and implement initiatives that enhance workplace culture and employee engagement, contributing to higher retention and productivity levels.

Key Functional Responsibilities

- Responsible for managing multiple HR projects simultaneously, from conception through to delivery.
- Collaboration with Leadership and the People Team to support the implementation of initiatives that develop leadership and management capabilities, skills growth, and

continuous professional development across the organisation.

- To support the identification and management of risks related to HR projects, ensuring all actions align with organisational goals and comply with legal and regulatory requirements.
- To support the development, planning and implementation of strategic HR and H&S initiatives, operational policies and procedures.
- To produce comprehensive reports for Leadership, Committees and the Board.
- To carry out research as required and network with Housing Associations for the purpose of benchmarking and introducing new initiatives that meet organisational goals.
- Monitor and evaluate people metrics to support data driven decision making.
- To work collaboratively with colleagues across the wider people team to continually improve and innovate.
- To keep up to date in respect of employment law and HR best practice
- To continue your own professional development.
- To support the People directorate with any other duties as required.

Person Specification

Education and qualifications	<ul style="list-style-type: none"> • CIPD level 7 or relevant experience
Experience	<p>Proven experience of:</p> <ul style="list-style-type: none"> • Senior HR project management, delivering projects to time, cost and quality and management of associated risk • Management of complex employee relations • Employment law both contentious and non-contentious • Successfully leading business change / transformation programmes • Conducting investigations, grievances and appeals • Innovating and improving HR best practice • Talent management and succession planning.
Knowledge and Skills	<p>Up to date knowledge of:</p> <ul style="list-style-type: none"> • UK employment law and its application • Equality, diversity and inclusion and practical application in the workplace • HR best practice • Risk, security, data protection and health and safety at work and the ability to promote these on a day to day basis to embed good practice in to all work streams. <p>Demonstrable skills:</p> <ul style="list-style-type: none"> • Exceptional communicator • Ability to give clear, accurate and practical advice • Exceptional problem solving ability • Able to develop and maintain strong working relationships across all levels • Able to successfully consult, mediate and negotiate • Able to successfully influence using appropriate communication methods, supported by data/evidence • Able to produce high quality, cohesive reports and presentations • Able to compile and analyse data and identify trends • Able to maintain confidentiality and act with pragmatism, discretion and diplomacy, whilst assessing and managing risk • Able to demonstrate and exercise strong emotional intelligence and quickly assess rapidly changing situations • Able to research and innovate • Highly organised, with excellent planning skills and an ability to meet tight deadlines • Excellent attention to detail, with an ability to work to a high level of accuracy • A self-starter, able to work autonomously with minimum supervision • Calm under pressure with an ability to work in a dynamic environment, dealing with conflicting priorities

	<ul style="list-style-type: none">• Good business and financial acumen• Competent in the use of Microsoft Office suite• Ability to travel to various locations as necessary to fulfil the role.
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