

## Job Description

### Interim HR Project Officer (KMMS)

<b>Salary:</b>	Grade 7
<b>Contract:</b>	Part Time (0.8 FTE); Fixed Term for 12 months
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Head of People Partnering
<b>Responsible for:</b>	delivering assigned Kent & Medway Medical School (KMMS) HR projects
<b>Job family:</b>	Administrative, professional and managerial

#### Job purpose

As HR Project Officer, you will be responsible for managing assigned HR related projects and associated activities for KMMS ensuring their successful and timely delivery. The role holder undertakes project coordination and support responsibilities which include mapping out all activity, having a clear understanding of competing priorities and ensuring work is delivered on time. The role requires a blend of both knowledge of HR process and best practice, with a clear understanding of people related project management and change management.

Working in partnership with the wider HR team, the HR Project Officer will contribute as a project lead or key stakeholder to deliver HR priorities and projects, managing and coordinating project outputs and all associated monitoring and reporting where required.

The HR Project Officer will be part of the People Partnering team and will work within the overall direction provided by the Head of People Partnering. The role holder will need to work particularly closely with the People Services team to ensure we have the people practices in place to support KMMS.

#### Key accountabilities

- Effectively lead and manage all aspects of assigned HR related projects, developing integrated project plans ensuring a consistent approach in line with University procedures and guidelines and monitoring each stage against the project plan to ensure timely delivery within time cost and quality constraints.
- Coordinate and steer project activities liaising with colleagues in HR&OD in order to deliver the project, including planned deliverables and objectives in a timely manner within available resources.
- Monitor projects against the agreed delivery plans, ensuring that required progress reports are completed in a timely manner and are appropriate for the required audience. Produce relevant documents to support projects where necessary such as business cases, project plans, risk logs, decision logs, using departmental project management templates.
- Act as a point of contact for assigned HR projects and activities, providing professional HR advice and accurate and up to date information so that all those involved are kept informed. Proactively facilitating

the resolution of project level issues and risks, escalating in a timely fashion, seeking an agreed resolution and making recommendations as appropriate.

- Manage stakeholder engagement throughout, ensuring required levels of involvement in and discussion on implementation, including effective communications and management of expectations.
- Identify and make recommendations for improvements to contribute to the continuous improvement of projects and processes.
- Support the creation of a culture that is highly performance and contribution focused, built on a foundation of equality, diversity, belonging and inclusivity and that inspires people to bring their best every day.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The role requires an HR professional with project management experience that is able to adapt to varying tasks, conflicting deadlines and multi-faceted work plans and who is comfortable to work in an often-complex environment, navigating a wide range of legal frameworks, processes and procedures.
- The Kent and Medway Medical School (KMMS) has been created in partnership between Kent University, Canterbury Christchurch University and other NHS Trust Partners. The role holder will be required to work flexibly and consultatively with others in order to succeed. They will need to achieve results through other people without using formal line management authority. They will therefore be expected to influence and matrix-manage across and up those who will be delivering different elements.
- The role holder will be responsible for the successful delivery of low or medium complexity projects. One or more projects may be managed at any given time.
- The role holder will need to manage a range of conflicting priorities and demands on time and resources, deciding how best to plan and manage own workload and those of others to ensure the best possible outcomes and to ensure an efficient, effective and robust service is provide in support of KMMS and University objectives. They will also need an appreciation of both short and long term issues facing KMMS and the University.

## Context

Kent and Medway Medical School (KMMS) is an exciting collaboration between the University of Kent and Canterbury Christ Church University and builds on existing high-quality clinical teaching and research strengths. In September 2020, KMMS welcomed its first cohort of 108 students and offers undergraduate medical places on an annual basis.

Budgetary Responsibility: N/A

## Internal & external relationships

**Internal:** Academics, professional services staff and students within KMMS; staff at all levels within Central Professional Services departments

**External:** Stakeholders from Canterbury Christchurch University; Relevant external bodies - NHS Trusts, GMC, other HEIs; regional and national networks such as UCEA.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- Ability to travel in a timely and efficient manner regularly between campuses

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

### Essential Criteria:

- CIPD qualified (Level 5), or equivalent qualification and experience (A, I)
- Demonstrable experience working as an HR professional with a proven track record of delivering the people element of a project/initiative to time and quality. (A, I)
- Experience of providing generalist HR advice and guidance to managers (A,I)
- Experience of managing/coordinating a project/initiative from initiation to completion using project management techniques. (A, I)
- Ability to work on own initiative and collaboratively as part of a team. (I)
- Track record of working collaboratively with colleagues in HR to achieve best project outcomes (A,I)
- Excellent communication skills with the ability to communicate at all levels in an inclusive and accessible way. (I)
- Excellent planning and organising capability, with meticulous attention to detail (A, I)
- Good time management with the ability to work under pressure and prioritise and manage numerous projects with competing priorities. (A, I)
- Strong interpersonal skills to be able to build relationships with a range of stakeholders and influence them to deliver on requirements (I)
- Ability to establish positive working relationships at all levels both internally and externally, using influence and negotiating skills appropriately (I)
- Strong IT skills including MS Office (Word, Excel, PowerPoint, etc) and confident to operate HR information systems (A, I)
- Strong analytical skills to be able to understand, analyse and report on data sets (A,I,T)
- Up to date knowledge of HR best practice and employment law (A, I)
- Demonstrable ability to prioritise task and work under pressure to meet deadlines (I)
- Excellent organisational skills with proven ability to work independently without close supervision, and of working effectively as part of a wider, multi-disciplinary team. (A, I)
- Firm commitment to achieving the University and KMMS's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)

- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

**Desirable Criteria:**

- Previous HR experience working in the NHS and/or in a Medical School providing a broad range of HR advice and guidance to senior managers and staff (A, I)
- Knowledge and understanding of the challenges and strategic issues facing Higher Education (A, I)
- Project management qualification or equivalent (A)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*