

Job description

Job title: HR Change Lead

Grade: Dorset Council Grade 12/Bar/13

Job evaluation reference: HR061ab

Job family: Human Resources

Purpose and impact

As a member of the HR Centre of Excellence, the HR Change Lead will:-

Provide expert professional outcome focussed organisational change management advice and support to council leaders enabling appropriate, deliverable and pragmatic solutions supporting our organisational vision, priorities and values.

Work closely with other key change enablers including HR Business Partners, HR Advisory, Organisational Development, Learning & Development, HR Shared Services, Wellbeing, Communications, Transformation and Pensions team colleagues to co-ordinate a holistic, strategic approach to all organisational change involving our people.

Promote the effective management of people issues and a culture of management self-service, driving improvement in organisational performance.

Key responsibilities

1. Use management information to provide analysis and insight to enable informed decisions on organisational change people matters.
2. Provide proactive, strategic and practical advice on people change management issues (with a focus on the most complex and contentious matters), ensuring the council through its leadership teams are employment law compliant.
3. Take a strategic yet empathetic approach to organisational change bringing together knowledge of the broad span of relevant HR disciplines to effectively advise change leaders.
4. Coach and develop managers in people management aspects of change to ensure that their capability and confidence is built for current and future change programmes.
5. Work collaboratively with and commission colleagues in the HR and OD Services to deliver bespoke targeted solutions to workplace issues and to achieve consistent and cohesive HR outcomes.
6. Develop HR policies, procedures, guidance and training materials with colleagues in the HR Centre of Excellence which link to organisational change.
7. Promote the benefits of effective relationships between the council and its people through change by ensuring leaders engage, involve and provide support to their employees throughout the change process and beyond.
8. Lead, advise on and/or participate in consultations and negotiations with recognised Trade Unions and professional associations, securing sought outcomes and maintaining a positive industrial relations climate.
9. Advise and support leaders to manage all aspects of organisational change including reorganisations, restructuring, TUPE and changes to terms and conditions of employment.
10. Advise on aspects of relevant employment law, best practice and best fit change approaches which are consistently applied across the council



11. Promote and integrate equality, diversity and inclusion principles in all change management processes and initiatives, ensuring that leaders complete equality impact assessments where appropriate.
12. Ensure that leaders take account of the council plan, people strategy and organisational design principles in the design of change programmes and organisational structures.
13. Organisational change can be both complex and contentious spanning a wide range of HR disciplines requiring a strategic and empathetic approach.
14. Empower and guide team members through effective coaching, resource and work allocation.
15. Liaise, collaborate and consult with other councils, organisations and agencies as required.
16. Undertake continuing professional development to keep knowledge up to date, remain up to speed with employment law, best practice thinking and to develop and learn new skills.
17. Support/represent the organisation at Employment Tribunals or other relevant proceedings.
18. Creatively review the ways we work with our customers in order to continually improve.
19. Lead and support on work specific projects as required.
20. This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Progression Criteria

Progression to Grade 13 will be dependent upon the requirement to undertake formal management and supervision of HR Advisers/Consultants.

Supervision and management

Reporting to: Service Manager for HR Centre of Excellence
 Responsibility for: At Grade 12 - Allocation and co-ordination of work of HR Consultants, providing day-to-day supervision, coaching and mentoring as required.
 At Grade 13 - full management of allocated members of the team.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Degree/Post graduate HR qualification or equivalent proven professional level experience	Application form
2. Chartered MCIPD or equivalent	Application form
Experience	
3. Significant, relevant experience of handling complex/contentious change management	Application form
4. A track record of demonstrating continuous improvement in HR service provision	Application form
5. Evidence of collaboration across organisations	Application form
6. Delegation and allocation of work to others	Application form
7. Proven experience of successful partnership working with Trade Unions	Application form
8. Significant experience of working with senior leaders and other decision makers	Application form
9. Successful deployment of HR process, policy, practice, tools and techniques to achieve positive people outcomes	Application form
Knowledge	
10. Extensive, up to date and working practical knowledge of employment law and its application in organisational change management and related practice areas	Application form Interview Assessment
11. Knowledge of people management policies and practice	Application form Interview Assessment
Skills & abilities	
12. Ability to take the lead as change management expert for a defined business/customer area	Interview Assessment
13. Strong analytical/data interpretation skills leading to sound judgement, problem solving and decision making	Interview Assessment
14. Coaching, mentoring and mediation skills	Interview Assessment
15. Ability to take the initiative and work under pressure, managing multiple projects simultaneously with minimal direction	Interview Assessment
16. Ability to prepare and present complex information in written and verbal form	Interview Assessment



17. Effective influencing skills, demonstrating tact and diplomacy as the situation dictates	Interview Assessment
18. Advocacy, negotiation and persuasion skills	Interview Assessment
19. Excellent conflict resolution and mediation skills	Interview Assessment
20. Ability to communicate effectively with a diverse range of stakeholders	Interview Assessment
21. Digital proficiency to support practice	Interview Assessment
22. Ability to handle sensitive and confidential information.	Interview Assessment
23. Ability to converse at ease with customers and provide advice in accurate spoken English	Interview Assessment
Our values	
24. Respect	Interview Assessment
25. Together	Interview Assessment
26. Accountability	Interview Assessment
27. Openness	Interview Assessment
28. Curiosity	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
29. Employment Law qualification	Application form
30. Change management certificate	Application form
Experience	
31. Supervision or management of team members	Application form
32. Employee relations casework	Application form
33. People engagement and performance management	Application form
Knowledge, skills and abilities	
34. Project management skills and experience	Application form Interview Assessment
35. Excellent conflict resolution and mediation skills.	Application form Interview Assessment

Approval

Manager's job title: HR Service Manager

Date: April 2025



Dorset
Council

