**Job Description**

**Workforce Talent and Business Partnering Transformation Projects Officer A picture containing qr code

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**Role Profile** Specialist BCP Band G

**Service/Team** Workforce Talent and Business Partnering Service – People and Culture

**Reports to** HRBP - Transformation

**Responsible for** **N/a**

**Number of posts** 1 (fixed term until March 2026)

**Post number**

**Career Grade** **N/a**

**Job Overview**

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by…**Coordinating and supporting the delivery of projects within the Workforce Talent and Business Partnering Service that support with the delivery of the People Strategy.

**Key Responsibilities**

* Support on workforce development transformation projects using effective interpersonal skills to encourage positivity about change.
* Co-ordinate projects and manage timelines and project meetings.
* Co-ordinate processes and systems, inputting ideas, and carrying out research to support with the redesign of key processes.
* Arrange and co-ordinate meetings and working groups and collate feedback.
* Monitor the progress of work streams, escalating risk proactively.
* Provide a range of management information and reports using various tools to support the project, as appropriate.
* Champion and embed Equality, Diversity and Inclusion throughout all workstreams and employee experience.
* Give guidance, advice and support to colleagues and help tailor reports or analysis to their specific business need.
* Support the development and testing of new processes and frameworks, advising on how improve process.

**Knowledge and Skills**

* CIPD entry level qualification or equivalent experience
* 3 A levels, NVQ 4, HND or diploma (or equivalent experience)
* Excellent knowledge of Microsoft Office applications including Teams, Excel, Word, and Outlook
* Able to quickly learn, navigate and understand a variety of new systems with different functionality and be able to provide guidance to people with varying levels of expertise
* Commitment and experience of best practice EDI initiatives and procedures relating to data protection
* Experience of recording, processing, and manipulating large amounts of data
* Accuracy and attention to detail

**Personal Qualities & Attributes**

* Good communication and interpersonal skills and confident to work collaboratively with other services and teams
* Organised, able to prioritise and manage own workload
* Able to use initiative and focus on a number of projects and competing demands, planning and organising own workload in an environment of change and ambiguity
* Innovative and driven by a desire to achieve goals
* Enthusiastic and willing to learn
* Professional, quickly establishing personal credibility and demonstrating expertise
* Strong personal impact and resilience
* Highly organised, capable of handling multiple tasks simultaneously and meeting deadlines
* Curious about how things are done in order to recommend, create and implement continuous improvement