



Reports to: CPO

Role Purpose:

To support the CPO and the HR Leadership team manage the HR function through provision of professional and effective HR governance, assurance, data analytics, management reporting, budget management and project and portfolio management. This role enables HR to plan, prioritise and evaluate initiatives and ensure that they are able to deliver the right things, well, at pace with benefits demonstrated to the organisation.

Key accountabilities:

Senior HR Leadership Team

- [Redacted]
- [Redacted]

Governance and Risk Management

- [Redacted]
- [Redacted]
- [Redacted]

Data Systems and reporting

- [Redacted]

Project and Portfolio Management

- [Redacted]
- [Redacted]

Business Management

- [Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

Knowledge, Skills & Experience:

University degree in HR or an Information and Analytics of Systems related field or relevant professional experience.

Experience of developing and implementing data analytics, scorecards and reporting across a function.

Knowledge of HR Information systems and data.

Strong understanding of HR organisation, policies and processes.

Experience in complex public sector/government organisational settings enabling the role holder to provide leadership to others (directly and indirectly) across functions, systems, processes and challenges.

Significant demonstrable experience of creating and influencing the future shape of organisational thinking and decision making through horizon scanning, making connections, innovating and pragmatically shaping evolving solutions, staying curious and creative.

Strong collaboration skills and experience of influencing stakeholders and decision makers where have no control in the relationships.

Strong communication skills (in writing, presentation etc) and able to communicate complex information concisely and clearly.

Dimensions:

Team: [Redacted]
Budget: [Redacted]

Date prepared: Feb 2021

