JOB ADVERT

The BBC aims to stimulate and delight audiences across the UK, offering something for everyone with a distinctive, creative style. BBC Television brings channels and commissioning together with TV and Digital production to provide the best television and online content in the world, wherever and whenever audiences want it.

BBC Television is entering a period of significant and exciting change. In April 2016, as part of a two-phased process, BBC Production will split from BBC Television to formally become BBC Studios. The role will support the delivery of this project along with a number of related HR initiatives across the division.

The HR Project Manager will play an integral role in overseeing delivery of HR project activity associated with major business change programmes. Reporting to the HR Director, and working closely with the HR Business Partner team, the role will blend both knowledge of HR process and best practice with a clear understanding of the project management discipline. The role will also play an integral part in ensuring the management, analysis and communication of key people data and management information.

Key accountabilities include:

- Devising and owning the HR Project plan and ensuring key milestones are identified and communicated to key stakeholders
- Working with the HR Business Partners and project team to ensure the delivery of key project milestones on time and within budget, resource and policy
- Interpreting and representing key HR policies, such as redundancy and reorganisation, and communicating with the HR team and managers in the business
- Clearly and concisely presenting and communicating key people data to HR colleagues and other stakeholders in a timely and consistent manner
- Devises and manages a regular project reporting mechanism for the HR team and relevant business leaders
- Tracking and monitoring progress and escalating business risks where appropriate
- Collaboratively working with other parts of the BBC to identify pan-BBC dependencies and report back to key stakeholders

The ideal candidate:

The ideal candidate will have a practical understanding and experience in key HR process and practice. You will have a proven background in managing projects with a keen understanding of the project management discipline and best practice. You will have extensive experience of data management and be adept at interpreting complex concept and presenting them back to key stakeholders. The successful candidate will have experience of major change programmes in complex organisations

You will be data savvy and an expert in relevant office application, most notably Microsoft Excel, Word and PowerPoint. You will be ready and able to take the initiative and identify where value can be added.

Job Title	**HR Project Manager**
Job Family/Specialism	**Human Resources**
Grade	**G9**
BBC Division	**BBC People**
Reports to	**HR Director TV, Television**
Account/Budget Responsibility (£)	**Budget dependent**
People Manager Responsibility (Y/N)	**N**
Number of Direct Reports	**0**
Number of Indirect Reports	**0**
Locations and Usual Base	**London**

About the BBC

Our aim is simple - to enrich people's lives with programmes and services that inform, educate and entertain by being the most creative organisation in the world. But we don't focus simply on what we do – we also care how we do it.

Working here means you'll be part of something genuinely special. We're different from other broadcasters. We're funded by the licence fee and guided by a unique set of principles and values. People know us and are passionate about what we do. You'll also be involved in things that are enjoyed by millions.

About the Division

BBC People

Working in HR at the BBC is challenging, demanding and highly rewarding. In such a dynamic environment we pride ourselves on being central to the success of the BBC's mission to be the most creative organisation in the world.

BBC Television

The BBC aims to stimulate and delight audiences across the UK, offering something for everyone with a distinctive, creative style. BBC Television brings channels and commissioning together with TV and Digital production to provide the best television and online content in the world, wherever and whenever audiences want it.

Today, just over a third of the license fee comes to BBC Television. In return, license fee payers get a multi-media powerhouse which is unique globally. Just to give you an idea - in 2013, 99.6% of the UK watched at least 15 minutes of BBC TV. BBC One alone reached 75.4% of the UK population on average each week, making it Britain's favourite channel.

BBC Television is entering a period of significant and exciting change. In April 2016, as part of a two-phased process, BBC Production will split from BBC Television to formally become BBC Studios. The role will support the delivery of this project along with a number of related HR initiatives across the division.

Size and Scope of the role

The HR Project Manager will play an integral role in overseeing delivery of HR project activity associated with major business change programmes. Reporting to the HR Director, BBC Television, and working closely with the HR Business Partner team, the role will blend both knowledge of HR process and best practice with a clear understanding of the project management discipline.

The role will play an integral part in ensuring the management, analysis and communication of key people data and management information.

The role will be critical in ensuring the identification and tracking of key project milestones and communicating with key stakeholders. The role will report to BBC People and adhere to HR best practice and frameworks but work closely with the business, particularly the project team and key leadership stakeholders.

See Role specific accountabilities for further information.

Purpose of the role

- Responsible for the project management of the HR work streams associated with several major business change activities
- To ensure the management, analysis and communication of key people data and management information
- To interface closely with the divisional HR team and key business stakeholders to ensure the smooth delivery of key HR processes and handover to BAU

Key Accountabilities

1) Devising and owning the HR Project plan and ensuring key milestones are identified and communicated to key stakeholders
2) Working with the HR Business Partners and project team to ensure the delivery of key project milestones on time and within budget, resource and policy
3) Interpreting and representing key HR policies, such as redundancy and reorganisation, and communicating with the HR team and managers in the business
4) Collating and owning key people data and undertaking detailed data analysis
5) Clearly and concisely presenting and communicating key people data to HR colleagues and other stakeholders in a timely and consistent manner
6) Devises and manages a regular project reporting mechanism for the HR team and relevant business leaders
7) Tracking and monitoring progress and escalating business risks where appropriate
8) Collaboratively working with other parts of the BBC to identify pan-BBC dependencies and report back to key stakeholders
9) Working closely with the HR Business Partners to ensure key HR processes are followed consistently and correctly and in line with relevant policy
10) Build relationships and form alliances with external counterparts, communities of practice and stakeholders to scan for innovations and opportunities to form partnerships.
11) Support the business partner to build frameworks to plan and manage the continuous process of change including dependencies, risk, potential scenarios ad options to mitigate.
12) Working closely with the HR to ensure smooth implementation and handover project activity to business as usual at the appropriate point.
13) Ensure the project and BAU HR teams are regularly updated on project activity and consulted on key decisions in a timely and proactive manner.
14) Ensure the smooth and timely handover of project activity in to the business as usual HR team
15) Be an ambassador for the function and represent the BBC HR internally and externally (as appropriate).

Key Relationships

External:	**Internal:**
• Best practice organisations • Professional networks • Suppliers	• HR Specialist Teams • HR Service Centre • Divisional HR

	• Business Leaders /Managers •

Person Specification
Qualifications: • Desirable – Degree level or equivalent experience. **Experience:** • Practical understanding and experience of key HR processes and practices • A background in project management with a keen understanding of the project management discipline and best practice • Extensive experience in data management, analysis and presentation • Experience in interpreting concepts and clearly presenting back in Powerpoint or report format • Experience of major change programmes in large, complex and unionised organisations. **Skills and Competencies:** • An expert in relevant office software most notably Microsoft Excel, Word and Powerpoint • Data savvy and able to analyse, interpret and report back key themes and make recommendations • An understanding of project management and HR processes in complex and challenging organisations • Is ready and able to take the initiative, originate action and be responsible for the consequences of the decisions made; • Communicates challenges and influences a variety of stakeholders effectively. Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change; • Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements; • Can maintain personal effectiveness by managing own emotions in the face of pressure, set-backs or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment and motivation; • Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for decision making and problem-solving. Transforms proposals/ideas into practical reality; • Role models BBC values and behaviours.

Job Code:	Definition:	Content / Content Support / Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved