

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	People Projects, Data and Change Coordinator
<u>Reports to</u>	Professional Standards, Projects and Change Manager
<u>Reporting staff</u>	None

Job Purpose

To coordinate and support the delivery of people projects and change initiatives, through effective planning, communication, and implementation, contributing to the improvement of people processes to enhance employee experience and support organisational transformation.

To ensure that People projects are delivered on time, within scope, and with strong stakeholder engagement, helping the department and wider organisation to review and streamline existing processes and adopt new processes, systems, and ways of working effectively.

To provide dedicated support to the monitoring and maintenance of HR Procedures.

To support the effective delivery of services through the maintenance, analysis and reporting of case management data, providing accurate information to inform operational performance and continuous improvement.

To provide resilience to the professional standards team in relation to case management support.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service or to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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Specific Responsibilities	
1	Coordinate the planning, scheduling, and execution of People project activities and workstreams including maintaining project plans, timelines, milestones, and risk/action logs.
2	Monitor project progress and prepare status reports for the Professional Standards, Projects and Change Manager, and key stakeholders.
3	Assist in the development and delivery of change management plans, including communication, training, and engagement activities.
4	Coordinate stakeholder engagement, ensuring feedback is captured and issues are escalated appropriately.
5	Support impact assessments relating to projects, procedures and change management initiatives.
6	Maintain a schedule of people procedure reviews and coordinate the completion of reviews in liaison with authors within specified timeframes.
7	Provide support with the review of existing people procedures and the research and development of new procedures.
8	Organise and facilitate project progress meetings and briefings, documenting meeting outcomes and following up on actions for completion.
9	Provide support to the evaluation of projects to measure impact and benefit.
10	Maintain and analyse case management data, producing accurate reports and information to support operational activities, performance monitoring and service improvement.
11	Support with the review of current people processes and identifying opportunities for improvement, contributing to continuous improvement with the People Department.
12	Support with case management including the preparation of case management bundles as required.

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