

HR Adviser – Change

Job Level	4	Job reference No.	
		Role review date	May 2021
Directorate	Internal Services	Service/Function	People Services
Reports to	Senior HR Adviser		

Scale and scope of role

Direct reports	tbc	Indirect reports	0
Budgetary responsibility / accountability	No	Accountability for other resources	Dependent on project

Context

The British Red Cross helps millions of people in the UK and around the world to prepare for, respond to and recover from emergencies, disasters and conflicts. Our volunteers and staff help people in crisis to live independently by providing support at home, mobility aids and transport. We also teach first aid skills. We are part of the global Red Cross and Red Crescent humanitarian network. We refuse to ignore people in crisis.

Our values and principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Purpose of the role

Provide HR advice and support to the Senior HR Adviser and wider OD team on both small and large scale change and restructuring as part of our transformation programmes. To coordinate and deliver a range of supporting HR activity throughout the change journey for impacted staff and managers. Key elements will include coordination of formal consultation arrangements and oversight of subsequent activity as current structures are changed and new structures created and populated. You will play a pivotal role in a matrix team structure to ensure effective planning and execution, including providing advice and insight to the wider strategic change team, that people risk is identified and mitigated, and coherent approaches and solutions are developed. The role is pivotal to supporting the BRC in demonstrating it manages change well and that programme delivery success measure are met.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Key Responsibilities

Planning

- Support in development and delivery of HR change plans in accordance with project timelines, BRC processes and legislation.
- Support the Senior HR Adviser to report on risk Interdependencies and risks identified and managed
- Key issues logged and escalated/mitigated
- Adequate support and resource in place for all required HR activity

Management of HR Processes

- Support the delivery and coordination of the People elements required during the change journey, to ensure the process is managed well and success measure are met.
- Ensure that all activity is coordinated alongside effective engagement and communications
- Support and coordination during consultation processes, including election of staff representatives and identification of pools to be consulted with
- Managers supported with consultation process, including sharing consultation packs and documentation, attending meetings with staff representatives and leaders, and collating feedback
- Coordinate job matching and support selection processes to new roles and structures
- Individual outcome letters and other documentation issued as required
- Oversee redundancy process for affected staff, with redeployment outplacement understood and offered
- Support managers to undertake processes to review any complaints/grievances against decisions
- Ensure timely coordination with People Operations teams to identify inter-dependencies and hand-offs.

Advice and Guidance

- Managers receive professional and timely advice and support on a wide range of queries relating to the change implementation process.
- Advice reflects BRC Policy and Procedures, best practice and employment legislation
- Managers are coached and supported during situations where difficult and challenging conversations with individuals and teams are required.
- Manager and staff guidance documentation developed, as required
- Support FAQs and responses to questions
- Issues are escalated to Senior HR Adviser and Advice & Casework Manager where appropriate

Relationship Management

- Effective relationships are developed with managers and key stakeholders
- Overall governance arrangements for the change programme(s) are understood and followed
- Effective join-up and coherence of HR activities achieved through close collaboration with the wider HR Advice & Casework team, People Business Partners and People Operations
- Attendance at management meetings and with the Staff Association, as required

Team Membership

- Actively participate in all team meetings
- Support other team members
- Work and behave in accordance with all BRC policies and procedures
- Uphold the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre- engagement checks

Criminal Records Check

Type of criminal record checks required for this role

England and Wales - Disclosure and Baring Service Check (DBS)
> None
Scotland
> None
Northern Ireland
> None

Person Specification

		Requirement	Evidenced obtained through Shortlisting (S) Interview (I) or Assessment (A)		
Knowledge and Skills	Essential	> Understanding of employment legislation, HR processes and activities required to support organisational change and restructuring at scale. > Providing HR advice and guidance during major change programmes > Coordinating collective and individual consultation procedures. > Developing and maintaining effective working relationships across a range of audiences.		I I I	
	Desirable	> Understanding of not-for-profit sector and working with volunteers,		I	

Experience	Essential	> General HR experience > Significant experience of providing HR advice and support to HR/people change programmes/projects and restructuring. > Advising and coordinating HR activity during restructures, including letter writing, job matching and selection processes, redeployment processes, and redundancy processes. > Stakeholder engagement and communication > Experience of advising on HR related processes and legislation, supporting redundancy process from start to finish at all levels of the organisation. > Handling difficult conversations > Working in a large, complex organisation.	S S S S S	I I I I I	
	Desirable	> Working as a HR Advisor with employee relations experience > Qualified in a relevant area at degree/diploma level and/or CIPD	S S		
Behaviours	Working collaboratively Pro-actively works across boundaries to raise or solve issues ➤ Involves others by encouraging participation in order to develop agreed solutions ➤ Is able to see things from others' perspectives and to make compromises to create solutions which work for everyone Embracing and leading change Promotes constructive change ➤ Overcomes obstacles and deals with resistance around doing things differently, sensitively and respectfully ➤ Implements constructive changes successfully and supports others to do so Communicating and Influencing Takes multiple steps to communicate and influence ➤ Influences others using compelling, well thought through arguments to build support and engagement ➤ Provides explanations, raises awareness of issues and sends consistent messages in order to support progress Solutions Focussed Sees multiple connections ➤ Anticipates obstacles, thinks ahead about next steps and contingencies ➤ Uses a range of methods to identify solutions and make decisions, involving others where appropriate			I	
Additional requirements	Essential	• Travel within the UK required but not a regular commitment • Ensures inclusive practice and promotes diversity			
	Desirable	•			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.