

Come and join a great HR team to lead key change projects!

HR Project Manager – 3 days a week – required urgently

Closing date: Midnight 03 February 2019

“ORR protects the interests of rail and road users, improving the safety, value and performance of railways and roads today and in the future”

Who are we looking for?

We are looking for a 'people expert' with experience of delivering key human resource change projects to improve the way organisations work.

In this role, you will lead on

- Introducing a new approach to performance management;
- Improving our talent management; and
- Smarter working

You will join a highly engaged team that leads the people strategy for the Office of Rail and Road (ORR) and delivers the operational HR needs of our employees. And being a small team, we support and cover each other, so you will also have an opportunity to be involved in our business partnering and employee support.

This role is being offered on a 'three days a week' basis, but of course - being a flexible organisation – we can talk about how your working pattern is best structured to meet this need. The initial employment period will be for 12 months, with the possibility of conversion to permanent.



At our team awayday earlier this year

About the Office of Rail and Road

The ORR is at the fulcrum of the rail and road industry.

As the independent safety and economic regulator for Britain's railways, we monitor Network Rail's activities and funding requirements, govern access to the railway network, license the operators of railway assets and publish key rail statistics. As the rail safety regulator, we determine what is safe for users and workers, authorise infrastructure, and are a prosecuting authority.

We are also the competition authority for the railways and enforce consumer protection law in relation to the railway. On roads, we monitor Highways England's management of the strategic road network – the motorways and main 'A' roads in England.

Leading key HR projects in a Civil Service organisation of just over 300 people means you have real opportunity to have a visible impact across the whole organisation. You will also have the opportunity to network and connect with like-minded people across the Civil Service.

We are a small, highly supportive HR team whose aim is to make a real difference for people across the whole organisation to help them to achieve successful business outcomes.

The ORR

Values:

How we work
together to
make a
difference

We include and support colleagues

We are ambitious and innovative

We value expertise and professionalism

We collaborate effectively

Our current projects

How we are changing performance management

We have recently been consulting our people on a new approach to performance management. We have done away with our old forms and rating system, and are introducing continuous performance conversations. We supporting this with a new on-line system. The goal is more effective performance management based on regular, honest feedback.

We are running a pilot over the next few months and then planning to role the new approach out to all employees from April 2019.

This is a major change which will need expert handling, change management and communication.

Your role will be to oversee the change, bringing employees with us and getting the best from our new approach.

Improving our talent management

Our managers have regular talent reviews to assess the potential of our people and support succession planning. But, at the moment, we do not use this information to support open discussion with our people about their career aspirations, potential and development. We want to change all that so that people feel better supported and enabled to make the right decisions about their careers and can access the development support they need.

You will take forward this change of approach, supporting the necessary cultural and leadership changes for success.

Smart Working

We are already a very flexible and smart organisation, but with new technology and a potential London office move late next year, we want to make sure that we are a really agile, flexible and inclusive employer.

You will look to optimise achievement of business outcomes by aligning the way we work with current best smart working practice.

About you:

As an accomplished HR project manager, you will have experience in the following areas:

■ **Essential Criteria:**

- Expertise in organisational change management, including change theory, tools, techniques and practice
- Extensive knowledge of HR policy and practice, and of managing/ leading successful, high profile HR change projects
- A track record of successful project and programme management techniques
- Excellent verbal and written communication skills with demonstrable ability to build and maintain positive engagement at all levels
- The empathy to quickly develop a deep understanding of how things really work in an organisation, the barriers to change and how these can be overcome
- CIPD chartered status

■ **Desirable Criteria:**

- Proven experience of effective workforce planning with the ability to understand and plan future capability requirements of the organisation
- An understanding of organisational design, including relevant tools and techniques and the ability to apply these
- Experience of strategic HR business partnering

Terms of appointment

- 12 month appointment, with the possibility of extension or conversion to permanent
- 3 days a week (or equivalent working pattern)
- Salary c.£33,000 (£55,000 full time equivalent)

How to apply

- Visit [Civil Service Jobs](#) to complete the application process
- Closing date: 23:59pm 03 February 2019
- ORR may be moving to a new London office in Autumn 2019, within Central London Zones 1 or 2. Options are currently being considered and announcement is expected shortly.

We look forward to receiving your application!