
Your job

Job Title: HR&OD Assistant Business Partner – Projects and Policy

Service: HR&OD

Grade: 8

Reporting to: HR&OD Business Partner – Projects, Policy and Trade Unions

As HR&OD Assistant Business Partner – Projects and Policy, you will play a central role in delivering the Council's HR&OD priorities as set out in our Organisational Development Plan, by leading the management and delivery of programmes and projects that directly support organisational improvement, cultural development and workforce transformation.

Working as part of a strengthened project management function, you will ensure that project activity is well-planned and delivered to a high standard. A key part of your role will be helping to embed a new, consistent project management approach within HR&OD. You will oversee the delivery of projects across one or more themes, including Belonging and Inclusion, Wellbeing, Culture, Engagement and Experience, Pay and Workforce Modernisation, HR&OD Digital Transformation, Leadership and Learning, and Future Workforce.

You will work with relevant Business Managers and Strategic Business Partners, Specialists and other internal HR&OD stakeholders to develop and maintain project documentation. You will lead the end-to-end delivery of project activity, working closely with the wider Project Team, Specialists, Deputy Strategic HR Business Partners, and Front Facing colleagues to ensure tasks are delivered to agreed standards and timeframes.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

Working Arrangements

The contractual hours for this post will be worked flexibly to meet the needs of the role and the service. Work will be carried out across Council buildings and/or community venues across the borough.

It is our priority to ensure that the role is fulfilled effectively and while there is flexibility to work from home when service delivery allows, the expectation is that staff will attend the workplace for a minimum of two days per week. However, depending on service requirements, you may be required to work your full contractual hours on site at Council buildings and/or Community Venues.

In this job you will:

- Oversee the programme management of allocated programmes within the HR & OD portfolio, bringing deep subject-matter expertise to shape, lead and drive the end-to-end development of innovative HR & OD projects from concept through to delivery, working within the Council's *Progress with Unity* vision and approach.
- Use professional HR & OD knowledge, relevant theory, best practice and awareness of current and emerging trends to design bold, creative and evidence-based projects and initiatives, ensuring they are strategically aligned, practically deliverable and add clear organisational value.
- Work alongside the HR & OD Business Partner – Project, Policy and Trade Unions, relevant Business Managers, Strategic Business Partners, Specialists and other internal HR & OD stakeholders to

ensure project resource is effectively allocated, with implementation activity supported by appropriate teams across the HR & OD service.

- Develop and maintain project plans working with relevant stakeholders and project groups, identifying risks, milestones, reporting dashboards and tracking documentation using the agreed project management framework.
- Establish and embed a new project management function by shaping consistent ways of working, developing shared tools and templates, and supporting the upskilling and coaching of colleagues across the service.
- Ensure all projects adhere to governance requirements, including quality assurance, project plans, project initiation documentation, evaluation processes, Equality Impact Assessment and Data Protection Impact Assessment completion.
- Provide line management, coaching, and ongoing support to Project and Policy Support Officers, strengthening capability and confidence and enabling colleagues to effectively support delivery activity.
- Present progress updates to the Business Partner – Projects and Policy & Trade Unions and the wider HR & OD leadership team, providing insight, challenge and professional judgement.
- Provide updates in programme meetings, driving focused and purposeful discussion, and keeping agenda items on track to support effective decision-making and timely delivery.
- Work with relevant Business Managers, Strategic Business Partners, Specialists and other internal HR & OD stakeholders to translate strategic project concepts and designs into clear, deliverable tasks.
- Lead the mobilisation and implementation phase of projects, assigning work to Project and Policy Support Officers, Specialists and HR & OD colleagues as appropriate.
- Oversee project progress to ensure consistent, timely delivery across programmes, ensuring that we maintain momentum, quality and strategic alignment.
- Engage and collaborate with internal and external stakeholders, including staff networks and trade unions, to support co-production, insight-led design and meaningful engagement.
- Deliver policy-related projects, applying professional HR & OD expertise to translate legislative change (e.g. the Employment Rights Bill) into practical, organisation-wide actions, timelines and implementation plans.

- Work with stakeholders to identify risks, issues and dependencies early, ensuring these are escalated, mitigated or resolved to enable successful delivery.
- Provide challenge, advice and solutions to improve project flow, drawing on professional HR & OD practice to remove barriers and improve impact.
- Ensure the impact and effectiveness of projects are evaluated in terms of delivery and reach across the organisation, and that outcomes and learning are communicated clearly to support consistent implementation and sustainable change.
- Champion inclusion, equity and accessibility across all HR & OD activity.
- Role model Team Wigan behaviours and support a collaborative, positive and ambitious project culture across the service.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- CIPD Level 5 qualification or equivalent experience/ knowledge relevant to the role.
- Project management qualification (eg: PRINCE2, APM, Agile) or willingness to work towards one.
- Proven experience of leading the end-to-end delivery of complex HR, OD or transformation projects, achieving high-quality outcomes within agreed timescales and demonstrating measurable impact.
- Experience of working within a Project Management Office (PMO) environment, supporting structured project governance, planning, reporting and delivery processes (desired).
- Subject matter expertise in one or more of the following areas: Belonging and Inclusion, Wellbeing, Culture, Engagement and Experience, Pay and Workforce Modernisation, Digital Transformation, Leadership and Learning, or Future Workforce.
- Demonstrable project management skills, including planning, monitoring, risk management, stakeholder engagement and evaluation.

- Experience of line managing and developing staff, including capability building, wellbeing, performance and supporting staff through change.
- Strong decision-making ability, using sound judgement, evidence and risk awareness to provide solutions that balance operational needs with fairness and consistency.
- Strong ability to analyse and interpret data, identify trends and produce meaningful insights to shape project activity.
- Experience of collaborating with Communications Team's to develop effective communication plans to ensure change is effectively embedded.
- Experience contributing to the development, refresh or coordination of HR&OD policies, supported by an understanding of policy governance and legislative implications (desired).
- Understanding of workforce policy, employment law, Local Government and Teachers terms and conditions of employment (desired).
- Good understanding of equality, diversity and inclusion principles and ability to embed these into practice.
- Strong communication and influencing skills with the confidence to challenge constructively.
- Commitment to Team Wigan behaviours, Progress with Unity principles and the Six Ways of Working.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”