

# Job description

<b>Job title:</b>	HR Change Consultant
<b>Grade:</b>	Grade 9/10
<b>Job evaluation reference:</b>	HR060ab
<b>Job family:</b>	Human Resources

## Purpose and impact

As a member of the HR Centre of Excellence, the HR Change Consultant will:

Work alongside our HR Change Leads and leaders across the council to provide professional outcome focussed organisational change advice and support, enabling appropriate and pragmatic solutions supporting our organisational vision, priorities and values.

Work closely with other key change enablers in our service and beyond, in particular HR Shared Services, Transformation and Pensions team colleagues to enable an effective approach to the management of change involving our people.

Promote the effective management of people issues and a culture of management self-service, driving improvement in organisational performance.

## Key responsibilities

1. Support delivery of change management to all areas of the council. This will include reorganisations, restructuring, TUPE and changes to terms and conditions of employment.
2. Use management information to provide analysis and insight to enable informed decisions on organisational change matters.
3. Provide insight and practical advice on people change issues, ensuring the council through its leadership teams is employment law compliant.
4. Coach and develop managers in the people management aspects of change matters as appropriate ensuring that they have the capability and confidence to be able to make informed decisions.
5. Provide support to the HR operational delivery aspects of restructuring, organisational reorganisation and service re-design.
6. Work together with and commission colleagues in the People & Workforce service to deliver bespoke targeted solutions to workplace issues and to achieve consistent and cohesive HR outcomes.
7. Work closely with colleagues in HR Shared Services to gain knowledge and insight of services which may impact on any change and to ensure that the outcomes of change are accurately reflected in the HR System.
8. Contribute to the ongoing development of HR policies, procedures and guidance with colleagues in the HR Centre of Excellence.
9. Advise on and/or participate in consultations and negotiations with recognised trade unions and professional associations as appropriate to the level of the role.
10. **At Grade 10:** Support managers in working closely and effectively with the trade unions throughout change.
11. Advise managers in the development of role profiles and preparation for job evaluation.



12. Liaise, collaborate and consult with other councils, organisations and agencies as required.
13. Provide training to managers/customers and other People & Workforce colleagues as appropriate.
14. Undertake continuing professional development to keep knowledge up to date, remain up to speed with best practice thinking and to develop and learn new skills.
15. Creatively review the ways we work with our customers in order to continually improve including identifying more effective ways of working.
16. Lead and support on work specific projects as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Service Manager – HR Centre of Excellence  
 Day to day supervision: HR Change Leads  
 Responsibility for: No responsibility for other members of the team other than work familiarisation

### **Progression in post**

Subject to review and agreement with the line manager, progression to Grade 10 is not automatic and is dependent upon demonstrating the full Grade 10 criteria as specified in both the job description and person specification.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Level 3 qualification or equivalent	Application form
2. <b>At Grade 10:</b> CIPD level 5 qualification or equivalent, or be working towards CIPD level 6/7 qualification or equivalent and/or relevant experience	Application form
<b>Experience</b>	
3. Demonstrable experience or capability relevant to the responsibilities of the role, gained through professional HR practice or work within a local government environment	Application form
4. Advising and supporting managers in people management practice	Application form
5. Evidence of collaboration across teams	Application form
6. Successful deployment of HR process, policy, practice, tools and techniques to achieve positive people outcomes	Application form
7. <b>At Grade 10:</b> more significant experience of handling organisational change and the impact of employment law in a range of contexts	Application form
<b>Knowledge</b>	
8. Knowledge of employment law	Application form Interview
9. Knowledge of people management policies and practice	Application form Interview
10. Knowledge of job evaluation	Application form Interview
<b>Skills &amp; abilities</b>	
11. Strong diagnostic skills leading to sound judgement and decision making	Interview Assessment
12. Coaching and mentoring skills	Interview Assessment
13. Ability to take the initiative and work with conflicting priorities, with minimal direction	Interview Assessment
14. Ability to prepare and present information in written and verbal form	Interview Assessment
15. Effective influencing skills, demonstrating tact and diplomacy as the situation dictates	Interview Assessment
16. Digital proficiency to support practice	Interview Assessment
17. Ability to handle sensitive and confidential information	Interview
18. Ability to converse at ease with customers and provide advice in accurate spoken English	Interview Assessment



19. <b>At Grade 10:</b> more significant knowledge across the full breadth of the area of HR change and transformation work	Interview Assessment
20. <b>At Grade 10:</b> ability to work autonomously and respond to customer needs without the need to seek advice or support	Interview Assessment
<b>Our values</b>	
21. Respect	Interview Assessment
22. Together	Interview Assessment
23. Accountability	Interview Assessment
24. Openness	Interview Assessment
25. Curiosity	Interview Assessment

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
26. Be working towards a CIPD level 3 or 5 qualification	Application form
27. <b>At Grade 10:</b> Chartered MCIPD or equivalent qualification	Application form
<b>Experience</b>	
28. Practical application of job evaluation	Application form
29. Relevant experience of handling change management	Application form
30. Working with trade unions	Application form
31. Working with senior leaders and other decision makers	Application form

## Approval

Manager's job title: HR Service Manager

Date: Updated April 2026

