**Role Profile**

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| **Job Title** | **Digital Programme Lead - HR** |
| **Business Unit / Group Function** | Human Resources |
| **BU Team / Sub-Function** | Human Resources |
| **Location** | Arete |
| **Team Leader**  | Chief People Officer |
| **Team Members** | Yes |
| **Job Level** | 3A |
| **Role Purpose** Design and lead the delivery of the HCM project to deliver a modern and intuitive HR solution to improve service, drive process efficiency and deliver an enhanced experience for the HR team and all employees across the Company. |
| * Design and lead the development and delivery of the HCM project for WG&S ensuring alignment to WGW and company objectives
* Critically assess and make informed recommendations on how to best utilise technology and digital solutions to deliver operational process efficiencies, improve employee experiences, and support the development of a high-performing organisation with an employee-focused culture that emphasises empowerment and team working.
* Implement a unified solution for managing all HR-related data, functions, & people processes which resolves current system & process inefficiencies, and maximises productivity & efficiency across all stages of the employee lifecycle.
* Drive an effective governance framework for the project including management of senior stakeholders.
* Project manage the design and implementation of relevant digital solutions, tools and processes, ensuring achievement of key deliverables on time and in budget, providing regular progress reports to the Steering Committee.
* Effectively partner with key cross-functional stakeholders to foster a culture of innovation, collaboration and high performance.
* Develop a plan to upskill the Global HR function, including support for a cultural shift towards digital readiness.
* Develop automated, data-driven processes and workflows where possible to enhance operational effectiveness and user experience.
* Develop and implement processes, procedures and training guides for all relevant system users.
* Work with Management Reporting, Data & Integration, and other relevant functional teams to identify, design and implement automated reports, dashboards and KPIs to monitor performance, report trends, and inform business decisions and process improvements.
* Utilise appropriate change management methodologies to ensure engagement of key stakeholders, development of a digital-first mindset for employees, and implementation of an effective communication plan.
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| **Created by:** | Ashley Bashford |
| **Creation Date:** | January 2024 |
| **HRBP:** | Michelle Smillie |
| **Date of last revision:** | July 2024 |