

Role Specification

Title:	Project Officer – People Engagement
Grade:	8
Unit:	People Team
Reporting to:	Strategic HR Partner – People Engagement

The Project Officer role is part of the People Team. The People Team consists of People Operations, People Engagement, Legal & Audit and Facilities Management.

People Engagement is responsible for the support and engagement of staff throughout SOLAS.

Role Summary:

The Grade 8 Project Officers will support People Engagement to develop, implement and review a range of employee engagement strategies. This will include the following areas of work: Learning and Development, Wellbeing, Corporate Social Responsibility (CSR), Public Sector Equality and Human Rights Duty (PSD), Succession Planning, Values, Performance and Development Process (PDP), Onboarding.

Key Tasks/Responsibilities:

- Procuring, developing and implementing learning initiatives to support employee, business and organisation skills and capability gaps.
- Overseeing the upkeep of the Learning@SOLAS portal.
- Facilitating, coordinating, evaluating, and reporting on learning and development activities.
- Developing and monitoring the effectiveness of a system to gather L&D data.
- Ensuring learning and development needs align to the SOLAS business plan objectives.
- Propose and implement approaches to measuring learner and organisation impact of learning interventions.
- Build and maintain strong relationships with internal and external partners and learners, understanding priorities, and listening to the voice of the customer to ensure L&D programmes are effective and impactful.
- Supporting the PSD implementation plan.
- Identifying opportunities to educate and raise awareness around human rights and equality issues within SOLAS.
- Reporting on the progress in the achievement of all engagement activities.
- Planning, developing and delivering initiatives as part of the Values Committee.
- Researching, implementing and supporting employee engagement survey processes.
- Support and continue to develop onboarding of new employees.

- Overseeing and supporting the implementation of the PDP.
- Gathering data from the PDP to inform learning and development provision.
- Reporting on the compliance with the PDP process.
- Research and implementation of an online performance and development system.
- Support the work of the Corporate Social Responsibility Working Group.
- Planning, developing and delivering initiatives as part of the Wellbeing Committee.
- Other duties within the People Engagement Team as may be specified by the Line Manager from time to time.

Essential Criteria

- Third level qualification and/or relevant work experience leading groups of people.
- Excellent organisational skills to plan, manage and prioritise a varied workload and meet deadlines.
- Excellent clear communication skills - verbal, written and presentation.
- Ability to develop and maintain relationships with both internal and external stakeholders.
- Understanding of the design and link between engagement activities and programmes to organisation corporate business plan.
- Proven ability to work in a team environment and contribute to the achievement of team goals.
- Experience in research, design, and management of systems and processes.
- Excellent Microsoft Office and administration skills and be comfortable accurately recording, validating, and analysing data.

Desirable Criteria

- A third level qualification in L&D, a HR or business-related field or relevant work experience managing groups of people.
- Experience in consulting, designing, developing and delivery of programmes and courses.
- Proven ability to lead and motivate others, including through new initiatives/change.
- Previous experience managing budgets/procurement/ reporting on expenditure and return on investment.
- Previous experience in developing, implementing, and monitoring strategies or programmes of work including measurement processes and data gathering and carrying out needs assessments.
- Previous relevant experience in the Public Sector.