**Yorkshire Housing Role Profile**

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| **Job title:** | HR Transformation Lead | **Leader of others:** | No |
| **Reports to:** | Director of People & Culture  | **Contract type:** | Agile Homeworking |
| **Business area:** | People & Culture  | **Car allowance:** | No |
| **Budget holder:** | No  | **DBS required:** | No |

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| **Job purpose** |
| The HR Transformation Lead is responsible for owning and coordinating the master plan for various types of organisational people changes. This role involves overseeing the planning and delivery of these changes, ensuring that they are aligned, well-executed, and embedded across the business, both within and outside of projects. The HR Transformation Lead acts as the conduit between the change team and the people team, bringing in expertise when needed. In this role, the post holder will develop and maintain a comprehensive master plan for organisational people changes, ensuring alignment with the company's strategic objectives. They will oversee the execution of people change initiatives, ensuring they are delivered on time, within scope, and within budget. Collaboration with various departments is essential to ensure that people changes are effectively communicated and understood across the organisation. The HR Transformation Lead will also monitor and evaluate the impact of people changes, adjusting as necessary to ensure successful implementation and sustainability. They will provide guidance and support to managers and employees during periods of change, helping them navigate and adapt to new processes and structures. Identifying and mitigating risks associated with people changes is a key responsibility, ensuring that potential issues are addressed proactively. This role is crucial in ensuring that people changes are not only well-planned and executed but also deeply embedded within the organisation, they will also foster a culture of continuous improvement by encouraging feedback and learning from past change initiatives. By doing so, the HR Transformation Lead contributes to creating a more agile and resilient workforce, ready to adapt to future challenges. |

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| **Key responsibilities** |
| * Play a pivotal role in creating and aligning people transformation plans with business priorities to ensure seamless integration and execution.
* Own and manage a comprehensive people change roadmap across all transformation activities, including non-project changes, to ensure cohesive and effective implementation.
* Evaluate the impact of changes on colleagues, develop plans to address any negative effects, and ensure that all projects and initiatives are interconnected.
* Collaborate with the Change and Communications Lead to align people impact and communication plans, ensuring messages are effective and appropriate for different audience groups.
* Work closely with the Head of HR Business Partnering to ensure alignment with wider people activities, keeping the People Team informed and involved in relevant people impacts and support.
* Partner with People Partners to oversee people change processes, including consultations and recruitment, ensuring smooth transitions and adherence to best practices.
* Collaborate with Change Managers for specific projects to design and implement communication plans, ensuring they are well-coordinated and engagement touchpoints are appropriately scheduled.
* Partner with the Learning Team to identify training needs and develop programs that equip colleagues with the necessary skills to adapt to changes.
* Identify opportunities for continuous improvement in HR processes and practices, ensuring that the organisation remains agile and responsive to change.
* Build and maintain strong relationships with key stakeholders across the organisation to ensure alignment and support for transformation initiatives.
* Utilise data and analytics to inform decision-making and measure the effectiveness of transformation initiatives.
* Identify and mitigate risks associated with transformation projects, ensuring that potential issues are proactively addressed.
* Champion and drive cultural change initiatives that support Yorkshire Housing’s transformation goals, fostering a culture of innovation and adaptability.
* Ensure that all transformation activities comply with relevant laws, regulations, and organisational policies, maintaining high standards of governance and ethical conduct.
* Collaborate with the Recruitment and Early Talent Team to ensure that transformation initiatives align with talent strategies and support the development and retention of key talent.

As you can imagine, the above might not be all you’ll be responsible for in role so you might be asked to take on some other key responsibilities if they’re suitable for your role. |

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| **What you’ll bring to the role** |
| **The main things:** |
| * Ability to lead and influence others through change. Demonstrated experience in guiding teams through significant organisational changes and gaining buy-in from stakeholders at all levels.
* Flexibility to manage multiple change initiatives simultaneously. Strong organisational skills and a proven track record of handling complex change initiatives concurrently.
* Proven experience in change management and HR roles. Extensive experience in leading change management initiatives within HR and a deep understanding of HR processes.
* Strong understanding of change management principles and practices. In-depth knowledge of change management methodologies and best practices.
* Ability to align change initiatives with business objectives. Expertise in translating strategic objectives into actionable plans that drive organisational success.
* Excellent communication and interpersonal skills. Ability to convey complex information clearly and concisely to diverse audiences and build effective relationships with stakeholders.
* Ability to work collaboratively with various stakeholders. Proven ability to work effectively with cross-functional teams and ensure alignment across the organisation.
* Strong problem-solving and analytical skills. Ability to analyse complex situations, identify key issues, and develop effective solutions.
* Eagerness to develop own skills and adapt to change.
* Personal values and approach that align with YH’s values
* Ability to work flexibly in line with Hub, Home and Roam principles.
* An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.
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| **It would be a bonus if you have:** |
| * Professional certfications such as CIPD Level 7 Advanced Diploma in Strategic People Management
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| **Our values:** |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work. **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say**Be curious** • Think differently • Ask questions • Keep learning**Make it happen** • Own it • Do it • Be empowered**Achieve impact** • Do things that matter • Deliver results • Show pride and passion**Have fun** • Enjoy work • Be yourself • Stay connectedWe want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles.  |

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| **Date Role Profile last reviewed:** | July 2025 |