|  |  |
| --- | --- |
| Job Description |  |

|  |
| --- |
|  |
| Job Title | Employee Engagement Officer - Transformation |
| **Department** | Transformation |
| **Responsible To** | Programme Director |
| **Responsible For** | N/A |
| **Grade** | 7 |
| **Location** | Anywhere in UHI Partnership |
| Job Objective |
| The Transformation Employee Engagement Officer plays a pivotal role in the university’s Transformation Programme, driving meaningful engagement with over 2,500 staff across the partnership.This role is responsible for supporting the planning and delivery of a comprehensive, multi-channel engagement plan to ensure employees across the UHI partnership understand and embrace the benefits of change. By fostering clear, consistent, and structured engagement, the postholder will enhance staff involvement and support a culture of collaboration throughout the transformation journey, aligned to UHI’s values.With an understanding of the complexities of Human Resources and employee relations, the role will take a dynamic approach in supporting initiatives that actively engage employees and their representatives, including developing a change advocacy group, facilitating staff workshops, coordinating engagement meetings, participating in staff forums, and establishing a continuous feedback cycle that provides valuable insights that supports the leadership decision making process.This role provides a secondment/fixed term opportunity for up to 12 months. |
| Key Duties & Responsibilities |
| **Employee Engagement & Advocacy*** Support the delivery of **partnership-wide engagement activities** to enhance staff involvement in the Transformation programme.
* Support the development and implemention an **engagement plan** with activities designed to build relationships and encourage participation in change initiatives.
* Establish and coordinate a **Change Advocacy working group** to ensure employees are actively involved in the transformation programme.
* Act as key liaison with trade unions and Human Resources colleagues, ensuring open communication, addressing concerns and fostering a collaborative approach to workforce transformation

**Collaboration & Communication*** Work closely with **colleagues and managers, and staff representatives** across the organisation to promote engagement initiatives.
* Collaborate with **cross-functional teams** to develop and share clear, relevant communications that support the change programme.
* Facilitate **staff focus groups, employee sessions, and engagement events** to encourage dialogue and involvement.

**Employee Feedback & Support*** Gather insights through **surveys and direct feedback** to understand employee perspectives and assess the impact of change.
* Maintain an **inclusive approach** to encourage employees to share experiences and ideas related to the transformation programme.
* Track engagement levels, identify areas for improvement, and recommend actions to enhance employee participation.

**Change Management & Continuous Improvement*** Develop **approaches to support change readiness**, ensuring employees feel supported throughout the transition.
* Provide opportunities for staff to engage with change initiatives, ensuring they understand the benefits and feel empowered to contribute.
* Monitor engagement activities and adapt approaches based on feedback to **foster a positive and inclusive change experience**.

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
 |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: March 2025 |