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| Job description | **A black and white checkered flag  AI-generated content may be incorrect.** |

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| Job title | Transformation Employee Engagement Officer |
| **Department** | Transformation |
| **Responsible to** | Programme Director |
| **Responsible for** | N/A |
| **Grade** | 7 |
| **Location** | Anywhere in UHI partnership. May be required to visit other partner sites across the UHI regions |
| Job objective |
| The Transformation Employee Engagement Officer is a critical role that will engage with over 2,100 staff across the partnership to support the Transformation change programme. This role ensures that employees are well-informed about the programme’s vision, purpose, and benefits, while promoting consistent, structured engagement across all partners, colleagues, and trade unions.This role is expected to lead the development and delivery of a dynamic staff engagement programme and a 'Champion of Change' network, ensuring employees are actively involved and aligned with the goals of the Transformation programme.This is a pivotal role in engaging employees across the partnership through staff focus groups and targeted engagement sessions. It will contribute to the development of locally tailored strategies that raise awareness and ensure alignment with the objectives of the Transformation engagement strategy. As a key driver of engagement activity, the role will encourage active staff participation, promote a continuous feedback loop, and support a culture of openness and adaptability throughout the next phase of the Transformation programme. This is a fixed term role to the end of July 2026. A secondment from within the UHI partnership will be considered for this role and is welcomed |
| Key duties and responsibilities |
| * Design and implement strategies to deliver partnership-wide employee engagement for the Transformation programme.
* Work with colleagues and managers across the partnership to develop initiatives that promote local and partnership-wide engagement.
* Support and deliver the engagement plan that includes activities designed to build relationships with colleagues, ensuring employees feel valued, heard and connected to UHI’s mission.
* Collaborate closely with cross-functional teams to support the development of communications relevant to the programme initiatives.
* Engage with all other stakeholders where required, such as colleagues and trades unions, to ensure alignment and support for change efforts.
* Develop, implement and drive forward a ‘Champion of Change’ network to ensure employees are fully engaged with the Transformation change programme across the UHI partnership.
* Facilitate staff focus groups, employee sessions, activities and events.
* Work to understand the unique perspective of staff and their priorities, in order to improve their interaction with the Transformation change programme and the organisation.
* Gather feedback through surveys, analytics and other mechanisms to understand employee positions and assess the impact of the changes and identify risks for the change programme.
* Develop tactics to manage and mitigate resistance to change from internal stakeholders.
* Maintain an open-door policy for employees to communicate with management.
* Track engagement and recommend improvements.
* Work closely with the Transformation team to maintain awareness of overall programme milestones and progress.

**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.
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| 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: July 2025 |