

Position Title

HR Project Lead

Award Classification

Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.

Date Reviewed

1 July 2026

Our Vision

An inclusive, thriving and connected community.

Our Values

Leadership

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

Creative Thinking

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

Customer Service

We meet our service standards in a professional and responsive manner.

Engagement

We communicate openly and encourage the active participation of the community.

Respect

We engage in open dialogue, whilst accepting there will be differences of opinion.

Financially Responsibility

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

Position Objectives

- Lead the build and implementation of Council's HR foundations, supporting tools and resources, and HR roadmap.
- Develop practical HR processes that support consistent decision-making and manager self-service.
- Support visible and well-managed change so new HR practices are understood and used.
- Work with the ELT (Executive Leadership Team), Council managers, and the HR Advisor to strengthen HR maturity.

Key Responsibilities and Performance Requirements

- Develop a strategy and staged HR roadmap, including priorities, quick wins, milestones and implementation actions.
- Review, develop and strengthen HR policies, procedures, templates and manager tools so they are practical and easy to use.
- Map key HR processes such as recruitment, onboarding, performance, conduct, probation, offboarding and escalation pathways.
- Consult with the ELT, leaders, managers and employees to understand pain points and support adoption of improved HR practices.
- Support manager capability uplift through coaching, guidance, toolkits and practical implementation support.
- Work with our external specialist advisors on higher-risk matters, ensuring Council receives consistent and timely advice.
- Build fit-for-purpose materials and sustainable systems.

Other

- Undertake ad hoc projects within the scope of the role that may arise from time to time;
- Maintaining confidentiality in regards to Council business and transactions;
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- Proactively contribute to induction processes, including your own, to ensure that newcomers receive effective support and guidance, facilitating their learning and integration into the team;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintaining a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same;
- Other duties as reasonably directed by the Director Corporate Services that are within the scope of the role and appropriate to the employee's level of training, experience and skills.

Organisational Relationships

Reports To

- Director Corporate Services

Direct Reports

- Nil, unless otherwise assigned for specific project purposes

Internal Liaisons

- General Manager;
- Executive Leadership Team;
- People & Culture Advisor;
- Managers and supervisors;
- Employees;
- WHS, IT, Payroll and Corporate Services

External Liaisons

- External IR/ER adviser
- External HR Consultant;
- Training and leadership development providers;
- Recruitment providers;
- Local government networks

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the HR Projects Lead.
- Authority and responsibility to lead agreed HR projects and make recommendations within the approved HR roadmap.
- Expected to exercise sound judgement when balancing compliance, operational needs, employee experience and change impact.
- Required to escalate matters involving high risk, significant cost, legal complexity or major organisational impact.
- Accountable to the Director Corporate Services for the performance of duties.

Skills and Knowledge

Essential

- Minimum 5 years' broad HR generalist experience, including experience developing, improving or implementing HR frameworks, tools or processes.
- Demonstrated ability to lead practical workplace change, including consultation, communication, stakeholder engagement and implementation planning.
- Ability to translate policy and compliance requirements into useful tools and processes.
- Strong written communication and ability to produce clear, usable documents.
- Ability to plan, prioritise and deliver projects while responding to operational realities.

Skills and Knowledge

- Ability to improve systems, workflows, templates and procedures, and confidently use digital tools such as Microsoft 365 and corporate systems.

Desirable

- Local government or public sector experience.
- Experience building HR strategy, workforce plans, leadership development frameworks or engagement processes.
- Experience using project management tools or leading process improvement work.

Qualifications and Licences

Essential (or the ability to quickly acquire)

- Relevant tertiary qualification in HR, organisational development, business or a related discipline, or equivalent practical experience.
- Current driver licence.
- Ability to obtain and maintain required checks relevant to the role.

Desirable

- AHRI membership or eligibility.
- Change management, project management, coaching or facilitation qualification.

Personal Attributes

- Quiet confidence, with the ability to explain advice and recommendations clearly and constructively.
- A practical, approachable style, with the ability to work effectively with a range of stakeholders.
- Excellent interpersonal skills, including the ability to manage resistance or differing views in a calm and professional manner.
- Curiosity and a solutions-focused mindset, with a genuine interest in understanding how the Council operates.
- Resilience and sound judgement, with the ability to maintain momentum while keeping broader priorities in mind.

I, _____ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.



Employee Signature: _____ Date: _____