

JOB DESCRIPTION

PEOPLE AND CULTURE

Job title: People Change Partner

Grade: 6

Responsible to: Head of People Partnering and Relations

Date: June 2026

Job purpose: Act as a commercially aware People Partner with a strong focus on change, leading the delivery and embedding of strategic workforce initiatives aligned to business priorities, and our Mission, Vision and Values.

Operating as part of the People Partnering and Relations team, this role works alongside the People Partners to enable successful delivery of workforce changes. Combining practical change expertise, data led insight, and strong stakeholder collaboration to ensure workforce activities are effectively implemented, organisational changes are successfully adopted, and intended outcomes are realised.

The role will also work across the wider People and Culture team to ensure a joined up, consistent and effective approach to workforce initiatives.

Main duties and responsibilities

1. Partner with leaders and stakeholders to support the translation of business strategy into practical workforce and change plans. Work in close collaboration with People Partner's, complementing their role by providing focused expertise in change delivery and implementation. Providing insight, guidance, and constructive challenge to ensure people considerations are fully integrated into decision making. Using people data and business insight to identify themes, risks, and opportunities to improve performance and effectiveness.
2. Lead the delivery and embedding of strategic workforce initiatives within a defined business area or programme, working closely with People Partners and across the wider People and Culture team. Supporting the development of clear, consistent approaches to change that drive adoption and minimise disruption. Working with leaders to ensure change is delivered in a way that is engaging, inclusive, and values aligned.
3. Contribute to organisational design activity (e.g. structures, roles, spans, layers, and ways of working), supporting leaders to implement changes effectively. Providing input and insight to ensure design decisions consider people impact, sustainability, and business outcomes.

Supporting the transition from design into implementation, ensuring clarity, alignment, and effective delivery.

4. Coordinate and integrate input from across the People and Culture team, including; People Partnering & Relations, People Talent & Development, People Pay & Reward, People Experience and the People Hub to support the effective delivery of workforce initiatives. Ensuring a consistent and aligned people approach across all change activity. Acting as a connector between HR disciplines to enable smooth and cohesive delivery.
5. Develop, agree, and deliver comprehensive and structured delivery plans, ensuring activities are well coordinated and aligned to agreed timelines and objectives. Ensure all workforce changes are delivered fairly, consistently, and in line with legal, policy, and best practice requirements.
6. Build and maintain strong, credible relationships with stakeholders, including Trade Union partners. Enabling effective collaboration by maintaining open, transparent communication throughout change activity.
7. Identify and manage risks associated with workforce initiatives, escalating issues and proposing practical solutions where needed. Ensuring appropriate governance and controls are applied throughout delivery.
8. Track and monitor the progress and effectiveness of workforce initiatives using relevant data and metrics. Supporting the measurement of outcomes, helping to assess whether expected benefits (e.g. efficiency, engagement, performance) are being realised. Highlighting gaps and working with stakeholders to adjust approaches and improve outcomes.
9. Ensure the staff experience remains a key focus throughout change activity. Gather and use feedback and insight to refine approaches and improve engagement and outcomes.
10. Support and guide leaders to build confidence and capability in leading and embedding change. Sharing best practice knowledge, learning and insights across People & Culture. Identify opportunities to improve change management approaches and HR practices, contributing to continuous improvement.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. Maintain a strong focus on delivering business outcomes by leveraging the whole HR function.
6. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University’s Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid)

PERSON SPECIFICATION

Job title: People Change Partner

Attributes	Essential requirements	Desirable requirements
<p>Education and qualifications</p>	<p>Degree in Human Resources management or equivalent relevant experience</p>	<p>Masters in Human Resource Management</p> <p>MCIPD (or working towards)</p> <p>Coaching qualification or training</p> <p>Recognised change management certification</p>

<p>Experience and knowledge</p>	<p>Demonstrable experience of leading the implementation and embedding of workforce or organisational change initiatives within a complex environment</p> <p>Proven experience managing multiple change initiatives or work streams simultaneously, delivering to time and quality expectations</p> <p>Demonstrable experience of working in partnership with stakeholders to influence, engage and support the delivery of change</p> <p>Sound knowledge of change management principles, frameworks, and tools, with the ability to apply these pragmatically</p> <p>Experience of using people data and insight to inform decision making and track progress of initiatives</p> <p>Working knowledge of UK employment law and its application in organisational change</p> <p>Strong proficiency in Microsoft Office tools, particularly word and excel</p>	<p>Experience of working within a unionised environment</p> <p>Experience within Higher Education or similarly complex, regulated sectors</p>
<p>Skills and personal requirements</p>	<p>Credible and trusted partner, able to build effective relationships across a range of stakeholders</p> <p>Strong interpersonal and communication skills, with the ability to engage, influence and challenge constructively</p> <p>Strong analytical and problem-solving skills, using both data and insight to inform decisions</p> <p>Ability to work collaboratively across teams, including HR disciplines and</p>	<p>Experience supporting leaders to build capability in leading and embedding change</p> <p>Continuous improvement mindset with a proactive approach to identifying and implementing better ways of working</p> <p>Creative and open-minded approach to problem solving and innovation</p>

	<p>business stakeholders, to deliver joined up outcomes</p> <p>Proven ability to translate strategic direction into clear, practical delivery plans</p> <p>Ability to present complex information and data in a clear, concise and impactful way to different audiences</p> <p>Well organised with strong planning skills, able to manage competing priorities with attention to details</p> <p>Resilient and adaptable, able to maintain focus and delivery in a fast paced, changing environment</p> <p>Comfortable working with ambiguity and evolving priorities, demonstrating sound judgement</p>	
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