

**Zuhra is the 'go-to' consultancy and partner for transforming workplace cultures and HR**

**Job Title: HR Analyst (Graduate Trainee)**

**Duration: 6 months with a possibility of extension to 12 months**

**Contact: Lauren McAlpine – [lauren.mcalpine@zuhraconsulting.com](mailto:lauren.mcalpine@zuhraconsulting.com)**

### Overview

An excellent opportunity for a recent HR graduate to gain practical experience in change management, employee relations, project coordination and analysis within a dynamic organisational environment. Supporting our Zuhra consultants, you will play a vital role in facilitating the implementation of strategic changes for our clients to strengthen their positive workplace culture.

The role will work alongside our highly experienced consultants who work with clients to diagnose, implement, and support the Employer Brand and design and implement best-in-class Employee Value Propositions.

You will be part of a small team and will be a self-starter, be curious and willing to challenge convention, with a passion to make a difference to peoples working lives.

We currently have a couple of large assignments and would like to engage an HR Analyst to support our client programmes. We can assure that the work is interesting, engaging and that you will have an opportunity to make a difference.

### Key Responsibilities

- Research and identify areas of best practice through benchmarking and case studies.
- Support the design and communication of new policies, procedures, and terms of employment to affected employees, ensuring clarity and transparency throughout the change process.
- Collaborate with the change consultants and relevant stakeholders to assess the impact of proposed changes on different employee groups and to provide recommendations for mitigating risks and addressing concerns.
- Coordinate stakeholder engagement activities, including working groups and other feedback sessions, to gather input and insights on proposed changes and ensure all voices are heard and considered.
- Assist in the preparation of change management and communication materials, including presentations, intranet pages, FAQs, and training resources.

- Support the development [and delivery] of training sessions and workshops for managers and HR teams on change management principles, communication techniques, and best practices.
- Monitor and track the progress of the change program, including key milestones, deliverables, and metrics, and provide regular updates to stakeholders and project sponsors.
- Provide administrative support for change management meetings, including scheduling, agenda preparation, and documentation of decisions and action items.
- Contribute to post-implementation reviews and lessons learned exercises to evaluate the effectiveness of change initiatives and identify opportunities for continuous improvement.
- Write, research and promote best practices in workplace culture: blogs, social media etc for Zuhra Consulting and for our founder.

### **Qualifications, Skills and Competencies needed:**

- A degree in Human Resources Management, Organizational Psychology, Business Administration, or related field. May be studying for a relevant Masters or PhD.
- Recent graduate or upcoming graduate with a strong interest in change management, and workplace culture.
- Excellent communication skills, with the ability to convey complex information clearly and effectively to diverse audiences.
- Strong analytical and problem-solving skills, with the ability to gather and analyse data to support decision-making, identify trends and assess financial impacts.
- Proactive and adaptable, with the ability to thrive in a fast-paced, changing environment and manage multiple priorities simultaneously.
- Team player with strong interpersonal skills, capable of building relationships and collaborating with colleagues at all levels of the organization.
- Good proficiency in Microsoft Office applications, particularly Excel, PowerPoint, and Word.
- Knowledge of HR policies, employment law, data interrogation and analysis, and regulatory requirements in the UK.
- Commitment to continuous learning and professional development in the field of HR and change management.
- You should be willing to travel in the UK, ideally based in Edinburgh or Glasgow.