

Task 1

In the new CIPD Profession Map, Change is one of the core knowledge areas:

<https://peopleprofession.cipd.org/profession-map/coreknowledge/change>

Evaluate your knowledge, skills and ability in relation to this area, using the definitions from the Profession Map and discuss any development needs with your manager

My line manager and I met to discuss my goals and objectives regarding my development with change management practices, in line with the CIPD profession map. As change is one of the core knowledge areas of the profession map, it is essential to have an understanding of the change processes. From looking at the standards it was discussed that I would be at foundation level due to my understanding and experience of change management. My line manager and I discussed each standard of the foundation level in regards to change and both agreed that I have a good understanding and display the majority of the standards in my role. My organisation has recently undergone a restructure and I had been involved in the planning process and was able to be involved in the decision making and provide my opinion of the new structure. However, due to the change taking place in my own department I didn't have the opportunity to view or be involved in the entire process.

My line manager and I discussed my development needs going forward and it was discussed that in order to develop my skills within the core knowledge area and achieve the next level, I would need to develop my ability in identifying and reviewing data to create a case for change.

My development needs have been documented in my development plan as part of my objectives, and my line manager and I will continue to discuss them regularly in my supervision meetings.

Lucy Moriarty



Rose Sesto
Assistant HR Business Partner
15.10.2021

Signed



Task 2

SWOT Analysis

Strengths	Weaknesses
Build rapport with applicants from the outset Increase of recruitment budget – saving on 2 salaries	Transition phase for the wider organisation of knowing who to contact in relation to recruitment.
Opportunities	Threats
Review recruitment process and streamline	Recruitment for Health and Social Care is struggling across the UK, without a dedicated recruitment team there is no specialism.

At the end of 2020, it was identified that the HR department needed to streamline its team and become more strategic. The HR team underwent a restructure at the beginning of 2021 and saw the introduction of HR Business Partner roles. During this change a recruitment team was also introduced, the team consisted of a recruitment manager and a recruitment co-ordinator. All recruitment processes from advertising to onboarding were relocated from the HR department to the newly appointed recruitment team.

Currently many sectors are seeing an epidemic of resignations and has become known as the “great resignation”. The high rates of resignations are affecting all sectors, however, in health and social care the recruiting of new staff has become overwhelming and the amount of vacancies are at an all-time high. Also, the introduction of mandatory vaccinations for frontline health and social care workers in England has had a major impact on the recruiting and retaining of social care staff. According to an article published in The Guardian (2021) three quarters of care services have reported that there has been an increase of staff resignations. Since April 2021, the most common reasons being the need for less stress and burnout, higher pay rates and to avoid mandatory vaccinations.

Due to the high turnover rate and overwhelming support worker vacancies the recruitment team have recently decided to step down from their roles, and recruitment once again has become the responsibility of the HR team. As discussed with my line manager the HR team’s workload has now increased due to taking over recruitment, workload and priorities will have to be reorganised and the HR structure will need to be reviewed.

My line manager and I met to discuss the priorities of the recruitment processes going forward. In order to help us to identify any risks we used a SWOT analysis to establish personal strengths, weaknesses and any internal and external factors that can impact on decisions. Through the SWOT analysis we identified the strengths of HR being responsible for the recruitment processes. It was established that HR will be able to build a rapport with new employees from the outset and implement company culture from the start. There has also been an increase to the recruitment budget due to the loss of two salaries from the recruitment team, this is a positive for budgets and for the organisation. This can, however, cause weaknesses within the HR team through burnout as we do not have specialisms within recruitment, nor the time to dedicate to this. Nonetheless, HR now have the opportunity to review and streamline the recruitment processes to ensure that it is incorporated smoothly.

Lucy Moriarty

A handwritten signature in dark ink, appearing to read 'Lucy Moriarty', written in a cursive style.

Rose Sesto
Assistant HR Business Partner
15.10.2021

Signed

A handwritten signature in dark ink, appearing to read 'Rose Sesto', written in a cursive style.

Task 3

Stakeholder Mapping Worksheet

Stakeholder Influence/Interest Matrix

For each key stakeholder, characterize them using the following stakeholder influence grid.

Influence	High	Keep Satisfied	Key Players
	Low	Minimal Effort	Keep Informed
		Low	High
		Level of Interest	

Stakeholder Grouping

Using the Stakeholder Influence/Interest Matrix, complete the table below. This will help determine stakeholder's grouping for change communications.

Stakeholder Name	Influence Level	Level of Interest	Stakeholder Grouping
Recruiting Managers	High	High	Key Players
Head of Regions	High	Low	Keep Satisfied
HR Team	High	High	Key Players
Operations & Development Managers	Low	High	Keep Informed