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**Person Specification**

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| **Post** | **Human Resources manager** |  | **Dept.** | **Human Resources** |
| **Grade** | **MS 302 - 307** |  | **Ref No** | **173-22** |

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| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| CIPD qualified to Level 7.  Educated to Level 2 or above in maths and English  Evidence of continuous professional development | E  E  E | AF  AF  AF |
| Relevant Experience |  |  |
| Experience of managing and advising on a wide range of HR issues  Experience of managing recruitment and selection processes  Experience of managing absence management processes  Experience of reviewing and implementing HR policies and procedures  Experience of producing comprehensive oral and written reports on all aspects of the role as required  Experience of line management  Experience of working with Trade Unions/staff organisations  Experience of working in Further Education  Experience of the DBS process  Knowledge of keeping children safe in education / safer recruitment in education requirements | E  E  E  E  E  E  E  D  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Knowledge of employment legislation  Knowledge of HR best practice  Knowledge of HR information systems and workforce planning requirements  Ability to communicate effectively (oral, written and presentational)  Ability to manage the employee interface  Ability to support and develop staff  Ability to prioritise and work effectively under pressure  Influencing and negotiation skills  Strong analytical and problem solving skills  Digital literacy skills  Excellent organisation and attention to detail skills  Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to the College) and to translate ideas into actions | E  E  E  E  E  E  E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I/P  AF/I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | Criteria | Measured By |
| The successful post holder would be expected to have a flexible approach to their work, to work evenings and weekends as and when required.  The successful applicant will need to have a DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities. | E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |