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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 ByInterview (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 | EEE | AFAFAF |
| Relevant Experience |  |  |
| Experience of managing and advising on a wide range of HR issuesExperience of managing recruitment and selection processesExperience of managing absence management processesExperience of reviewing and implementing HR policies and proceduresExperience of producing comprehensive oral and written reports on all aspects of the role as requiredExperience of line managementExperience of working with Trade Unions/staff organisationsExperience of working in Further EducationExperience of the DBS processKnowledge of keeping children safe in education / safer recruitment in education requirements | EEEEEEEDDD | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Knowledge of employment legislationKnowledge of HR best practiceKnowledge of HR information systems and workforce planning requirementsAbility to communicate effectively (oral, written and presentational)Ability to manage the employee interfaceAbility to support and develop staffAbility to prioritise and work effectively under pressureInfluencing and negotiation skillsStrong analytical and problem solving skillsDigital 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 | EEEEEEEEEEEE | AF / IAF / IAF / IAF / I/PAF/IAF / IAF / IAF / IAF / IAF / IAF / IAF / 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 confidentialityMust 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. | EEEEEE | AF / IAF / IAF / IAF / IAF / IAF / I |