

**PERSON SPECIFICATION**  
**HR Partner**  
**Vacancy Reference:**  
**0610-24**

Criteria	Essential/ Desirable	How it will be assessed
<b>Qualifications</b>		
CIPD Level 7 or another equivalent qualification or experience.	Essential	Application Form
Chartered Member of the CIPD	Essential	Application Form
<b>Experience</b>		
Experience of working as a HR Partner in a complex, multi-functional organisation providing advice and support on a wide range of HR issues	Essential	Application Form/ Interview/ Supporting Statement
Knowledge and understanding of Employment Law and its application in HR management	Essential	Application Form/ Interview/ Supporting Statement
Experience of researching, developing and implementing HR policies and procedures	Essential	Application Form/ Interview/ Supporting Statement
Demonstrable experience of leading on HR or OD projects resulting in change and improvement to the organisation	Essential	Application Form/ Interview/ Supporting Statement
Experience of working with the trade unions	Essential	Application Form/Interview
Experience of managing staff to improve performance and in supporting the development of a performance and talent management culture	Desirable	Application Form
Experience of working in higher education or the wider public sector	Desirable	Application Form
Knowledge and experience of international HRM practice and supporting employees both from overseas and working overseas	Desirable	Interview
<b>Skills and Abilities</b>		
Ability to communicate effectively with range of key stakeholders	Essential	Interview
Ability to influence, mediate and resolve complex situations and conflict and to gain the confidence of senior stakeholders	Essential	Presentation at Interview
Act as a role model and team player to deliver proactive, efficient and effective HR service in a progressive and forward thinking environment	Essential	Application Form/ Interview/ Supporting Statement
Proactive and positive approach to change and continuous improvement	Essential	Interview

Ability to communicate effectively both verbally and in writing with a range of different audiences	Essential	Application Form/ Presentation at Interview
Ability to apply excellent project management skills to transformational change programmes	Essential	Application/ Interview/ Presentation at Interview
Well-developed organisational skills to be able to manage a large portfolio of work and meet agreed objectives	Essential	Interview/Online Test
Analytical thinking and curiosity; ability to explore data to identify trends and develop creative and innovative solutions	Essential	Interview/Online Test
Gets to the heart of complex problems and issues and applies own expertise effectively	Essential	Interview/ Presentation at Interview
Ability to build relationships both internal and external to the organisation, builds rapport quickly	Essential	Interview/ References
Ability to gain commitment from others by persuading, convincing, negotiating and makes effective use of political processes to influence and persuade others	Essential	Application Form/ Interview/ Supporting Statement
Understanding of the issues facing Higher Education and the HR related issues that they bring	Essential	Interview/ Presentation at Interview
<b>Personal Attributes</b>		
Personal resilience; Adapts and responds well to change, manages pressure effectively and copes well with setbacks	Essential	Interview/Online Test
Demonstrates a high degree of emotional intelligence	Essential	Interview/Online Test
Professional Credibility	Essential	Interview/References
Results driven and customer focussed, sets high standards for quality	Essential	Interview/Online Test

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.