



PERSON SPECIFICATION

Guidelines for applicants:

Each point of this person specification will be assessed throughout the recruitment process. It has been indicated beside each point whether the criteria will be assessed through the application form or at interview.

POST OF: HR BUSINESS PARTNER	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATIONAL ATTAINMENTS	Degree or equivalent Associate membership of the CIPD (AssocCIPD)	MCIPD Post graduate qualification in HR	Application Certificates
WORK EXPERIENCE	2 years' experience working at HR Advisor / HR Business Partner level	Experience of having worked in FE	Application Interview
	Up-to-date knowledge of employment legislation	Experience of succession planning	Application Interview
	Experience of case management - absence management and employee relations issues	Project management experience	Application Interview
	Policy development	Experience gained within a unionised environment	Application Interview
	Recruitment experience		Application Interview

GENERAL ABILITIES	Attention to detail		Application Interview
	Numerical ability		Application Interview
	Excellent written and spoken command of the English language		Application Interview
SPECIFIC APTITUDES	Commercial acumen		Application Interview
	Report writing skills		Application Interview
	Coaching skills		Application Interview
	Tact, diplomacy, confidentiality, empathy		Application Interview
MOTIVATIONAL & PERSONAL TRAITS	Able to deal with conflicting priorities		Application Interview
	Ability to work under pressure and to strict deadlines		Application Interview
	Ability to problem solve and show initiative		Application Interview
CIRCUMSTANCES	May need to be flexible regarding hours of work		Interview
CONTRAINDICATIONS	None		