

## HR Business Partner Person Specification

Date issued: March 2023

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<b>Job Related Skills and Knowledge:</b>	<p>Good knowledge of Employment Law and human resource practice across the industry.</p> <p>Ability to design and review HR policies to ensure compliance with employment law changes</p> <p>Good IT skills including HR systems and Excel</p> <p>Experience of analysing data and identifying problems and solutions</p>	<p>Previous experience of working for a local council or within the public sector</p> <p>Experience of designing and reviewing HR policies to ensure compliance with employment law changes</p> <p>Knowledge of iTrent payroll system</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>
<b>Experience:</b>	<p>Experience of providing a generalist HR service including advising managers on HR issues such as misconduct, capability, recruitment and selection, learning and development</p> <p>Experience of supporting and delivering change management.</p>	<p>Experience of working closely with a trade union</p> <p>Trained in Hay job evaluation</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p>

	<p>Experience of managing employee absence and working closely with managers and an occupational health service</p> <p>Experience of undertaking projects</p> <p>Experience of coaching and developing others</p> <p>Ability to design and deliver training for managers and staff</p>	<p>Experience of designing and delivering training for managers and staff</p>	
<b>Education / Qualifications:</b>	<p>Associate CIPD membership and equivalent working experience</p> <p>CIPD Level 5 Associate Diploma</p>	<p>Educated to degree standard</p> <p>Chartered Membership of CIPD</p>	Documentary Evidence
<b>Planning &amp; Organising Skills:</b>	<p>Experience of prioritising own workload and working to tight deadlines</p> <p>Ability to produce accurate statistics</p>		Application form / interview
<b>Communication Skills:</b>	<p>Influencing skills to gain staff and management support for HR policies and advice</p> <p>Proven ability to communicate effectively at all levels of a multifaceted organisation and influence decisions</p>		<p>Application form / interview</p> <p>Application form / interview / testing</p>

	<p>Good presentational skills - written and verbal</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.</p>		
<b>Problem Solving Skills &amp; Accountability:</b>	<p>Proactive approach with ability to work on own initiative</p> <p>Ability to</p>		Application form / interview
<b>Other Requirements:</b>	<p>Experience of working as part of a team</p> <p>Ability to maintain strict standards of confidentiality</p>		<p>Application Form / Interview</p> <p>Application Form / Interview</p>