

PERSON SPECIFICATION

**JOB TITLE: Human Resources & Organisational Development Manager**

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|  | **REQUIREMENT** |  |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS AND TRAINING** | * Level 5 qualification
* CIPD Level 7 qualification (or working towards)
* Qualified to Level 2 in English and Maths or be able to demonstrate competence at this level though diagnostic testing.
 | * Chartered Member of CIPD
 | Application form |
| **KNOWLEDGE AND EXPERIENCE**  | * A good knowledge of current employment law and best HR practice and experience of assessing implications
* A good knowledge of effective and best practice recruitment and selection practices
* Experience of working with a web based HR system with self-service functionality
* Experience of advising managers and employees on a wide range of HR practice, policies and procedures
* Experience of successfully managing a team within an HR environment
* Experience of managing a diverse range of employee relations issues including organisational change/restructure, disciplinary, grievance, capability and harassment, absence including advising on investigations and hearings
* Recent relevant experience of working in a busy, pressured Human Resources environment
* Experience of using Microsoft applications in a working environment, in particular, Word, Excel and PowerPoint
* Experience of reporting and utilising key performance metrics to aid business and resource planning
* Sound knowledge and experience of change and transition management
* Experience of working with recognised trade unions in a complex environment
 | **Experience of:*** Working in a Further Education or public sector environment
* Planning, facilitating and evaluating learning and development within a complex environment
 | Application Form, Interview and selection process |
| **SKILLS AND ABILITIES** | * Effective interpersonal and communication skills with to communicate at all levels with diplomacy and tact
* Effective oral and written communication skills
* Ability to write and present reports for Executive Team and Board
* Excellent organisational skills, able to plan and prioritise team activities and plans in support of the business
* Proven ability to work to tight deadlines
* Proven ability to work thoughtfully but at pace
* Ability to make decisions and ensure they are implemented
* Ability to work under pressure and prioritise own workloads (and that of others) to meet changing and conflicting deadlines
* Accurate approach to work with an attention to detail
* Ability to think strategically and translate into work into workable solutions
* Ability to influence and persuade a range of stakeholders
 |  | Interview and selection process |
| **OTHER** | * Demonstrates a knowledge, understanding and personal commitment to safeguarding and creating a safe learning environment for all learners
* Demonstrates a knowledge, understanding and personal commitment to promoting equality and celebrating diversity
 |  | Interview and selection process |
| **GENERAL CIRCUMSTANCES** | * Use of own vehicle to travel between college sites as appropriate
 |  | Application form |