

PERSON SPECIFICATION

POST: HR Business Partner
DEPARTMENT: Human Resources

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	CIPD qualified to Level 5. Educated to Degree level (or equivalent) in a related subject.	Project Management qualification EDI related qualification Mediation qualification or training.	Application Certificates
Skills / Abilities	Proactive analysis of people management issues. Able to innovate commercial and pragmatic solutions to employment issues. Strong verbal and written communication skills Tact, influence and diplomacy. Proficient IT skills. Relationship building.	Data Evaluation skills.	Application Assessment process
Experience	Complex employee relations cases. Work at HR Advisor level, managing operational HR issues. Interpreting terms and conditions of employment. Partnering with managers and other colleagues on HR processes. Delivering HR / people skills training.	Employee engagement. Workplace mediation. Work in a similar sector eg health or social care or charity.	Application Assessment process
Knowledge	Knowledge of employment law, case law, EDI and HR practices. Applying Equality & Diversity policies.	Knowledge of payroll processes and procedures Knowledge of GDPR.	Application Assessment process