

Person Specification – HR Manager

Attributes	Essential - Requirements necessary for safe and effective performance of the job.	Desirable - Where available, elements that contribute to improved/immediate performance in the job
Qualifications & Training	<ul style="list-style-type: none"> • HND, Level 4 qualification or equivalent • Evidence of CPD 	<ul style="list-style-type: none"> • Related field degree
Experience and skills	<ul style="list-style-type: none"> • Minimum of 3 years' experience in a similar role • Current and in depth knowledge of employment law • Excellent communication and interpersonal skills. Ability to listen attentively and respond appropriately when dealing with others. • Excellent written communication skills demonstrating ability to record meeting dialogue using correct grammar and accurate spelling. • Proficient ICT skills including: email; word processing; spreadsheets; presentations, reports. • Experience of successful partnership working. • Experience of information analysis and GDPR as applied to HR 	<ul style="list-style-type: none"> • Experience of rural issues • Experience within the third sector • Experience in health and social care sector
Key Competencies	<ul style="list-style-type: none"> • Strong organisational abilities. • Demonstrates a clear and logical approach to tasks and responsibilities • Lateral thinker, who can provide creative solutions • Ability to understand and interpret data • Makes decisions using robust and justifiable methodologies • Ability to use resource (e.g. IT) to improve efficiency • Ability to empathise with key stakeholders and assist in communicating organisational goals • Ability to promote a positive image of the organisation • Demonstrates high levels of confidentiality and ethics • Displays a clear commitment towards equality and diversity 	



Personal qualities	<ul style="list-style-type: none">• Use of initiative/self-motivated• Thorough, with attention to detail• Displays a confident but empathetic manner when dealing with employees• Positive outlook• Problem solver, pragmatic and resilient• Flexible and adaptable• Willingness to participate in training and acquire new skills• Work in a team and network with partners• Effectively manage your own workload and identify priorities• Professional demeanor and appearance.
Other	Some travel may be required across the county so a full clean driving licence and use of a reliable car insured for business purposes is required.