



**PERSON SPECIFICATION**

Assessment for recruitment requirements and competencies

**JOB TITLE:** Head of HR

**DATE:** November 2015

**DIVISION/DEPARTMENT:** FCS - HR

**LINE MANAGER:** Director FCS

		<b>SPECIFY ESSENTIAL(E) DESIRABLE (D)</b>
<b>PERSONAL SKILLS/QUALITIES</b>	<b>Leadership</b>	E
	<b>Team management</b>	E
	<b>Excellent interpersonal skills</b>	E
	<b>Excellent negotiating skills/conflict resolution</b>	E
	<b>Ability to articulate succinctly</b>	E
	<b>Track record of delivery</b>	E
	<b>Ability to build successful relationships with all stakeholders/customer focussed</b>	E
	<b>Ability to challenge existing practices and approaches</b>	E

<p><b>KNOWLEDGE AND EXPERIENCE</b></p>	<p><b>Substantial experience and management of staff and resources</b></p> <p><b>Thorough understanding of all aspects of HR and current thinking around best practice</b></p> <p><b>Compilation of/input to and implementation of an effective HR strategy which under pinned the organisation's objectives</b></p> <p><b>Track record of negotiation with employees and trade unions to a successful conclusion</b></p> <p><b>Design and implementation of strategies to attract, develop and retain excellent staff</b></p> <p><b>Defined policies and procedures and kept up-to-date</b></p> <p><b>Advice and guidance at all levels</b></p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>PROFESSIONAL QUALIFICATION</b></p>	<p><b>Chartered member (or ideally Fellow) of the CIPD</b></p> <p><b>Education to degree standard or equivalent combination of education and experience</b></p>	<p>E</p> <p>D</p>