

PERSON SPECIFICATION – Human Resources Manager

QUALIFICATIONS	Essential	Desirable	How Identified
General education to a good GCSE standard to include English and Maths	*		Documents/Application Form
CIPD Qualified to Level 5 and membership of the Chartered Institute of Personnel and Development.		*	Documents/Application Form
Management qualification at Level 5 or above		*	Documents/Application Form
Mediation qualification/certification or willingness to achieve		*	Documents/Application Form
Formal coaching qualification		*	Documents/Application Form
EXPERIENCE			
A minimum of 2 years' experience in leading and managing an operational HR team; evidence of achieving excellence in service provision	*		Application Form/Interview
Experience of working in the Health and Social Care or Not for Profit sectors		*	Application Form/Interview
Experience of applying employment legislation within a regulated environment		*	Application Form/Interview
Experience of managing organisational change	*		Application Form/Interview
KNOWLEDGE			
Strong knowledge of UK Employment Law and Legislation	*		Application Form/Interview
Applied knowledge of Human Resources systems	*		Application Form/Interview

Last review date: 1/07/2023

Next review date: 1/07/2025

Knowledge of requirements when negotiating and consulting with Trade Unions		*	Application Form/Interview
Proven knowledge of TUPE regulations		*	Application Form/Interview
SKILLS			
Ability to make informed decisions and to take decisive action	*		Application Form/Interview
Ability to communicate complex messages clearly to different audiences both verbally and in writing	*		Application Form/Interview
Ability to prioritise workload effectively to meet deadlines and deal with conflicting demands	*		Application Form/Interview
Excellent stakeholder management, interpersonal and negotiation skills	*		Application Form/Interview
High degree of discretion, confidentiality and ability to deal with sensitive issues with an understanding of how GDPR impacts HR activity	*		Application Form/Interview
A commitment to professional practice and continuous personal development.	*		Application Form/Interview
Full, clean driving licence and use of a vehicle	*		Application Form/Interview
Budgetary management		*	Application Form/Interview
Ability to speak Welsh		*	Application Form/Interview

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