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| **Criteria** | **Essential/ Desirable** | **CV/ Cover letter/ Interview \*** |
| CIPD Level 5 or an equivalent level of HR experience, literacy and numeracy. | Essential | CV/ Cover letter/ Interview |
| A proven track record of delivery in a HR post as evidenced by the successful completion of projects | Essential | CV/ Cover letter/ Interview |
| Excellent interpersonal, and communication skills, including the ability to collaborate. | Essential | Interview |
| Drive, resilience and creativity and the ability to problem solve and navigate obstacles. | Essential | Interview |
| Experience of dealing with ER casework up to Final written level. | Essential | CV/ Cover letter/ Interview |
| Demonstrate experience of supporting the project management of large scale organisational change projects including restructures. | Essential | CV/ Cover letter/interview |
| Ability to provide training to others | Essential | CV/Cover letter/interview |
| A good level of IT literacy, to include working knowledge of Microsoft Office applications and HR systems | Essential | Cover letter/interview |
| Ability to work with data and reports to identify trends and present information with clarity. | Essential | Interview |
| Evidence of continuing professional development. | Desirable | CV/ Cover letter |
| Evidence of the ability to deal with ambiguity and recognising the challenges and opportunities afforded by a flexible role and flexible agile working. | Desirable | Cover letter/Interview |

**Person Specification**

**Ref: 0401-24**

**• Application Form – Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.**

**• Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.**

**• Interview – assessed during the interview process by either competency based interview questions, tests, presentation etc.**