**Person Specification – HR Partner**

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you are a suitable fit for this position. Further advice and guidance can be found here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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| **Criteria** | **Essential/ Desirable** | **How it will be assessed** |
| **Qualifications** | | |
| CIPD Level 7 or another equivalent qualification or experience. | Essential | Application Form and uploaded CV and covering letter |
| Chartered Member of the CIPD | Desirable | Application Form and uploaded CV and covering letter |
| **Experience** | | |
| Describe your experience of working as an HR Partner in a complex, multi-functional organisation providing advice and support on a wide range of HR issues | Essential | Application Form and uploaded CV and covering letter / Interview/ Supporting Statement |
| Demonstrate your knowledge and understanding of Employment Law and its application in HR management | Essential | Application Form and uploaded CV and covering letter / Interview/ Supporting Statement |
| Describe your experience of researching, developing and implementing HR policies and procedures | Essential | Application Form and uploaded CV and covering letter / Interview/ Supporting Statement |
| Provide examples that show your experience of leading on HR or OD projects resulting in change and improvement to the organisation | Essential | Application Form and uploaded CV and covering letter / Interview/ Supporting Statement |
| Experience of working with the trade unions | Essential | Application Form and uploaded CV and covering letter /Interview |
| Experience of managing staff to improve performance and in supporting the development of a performance and talent management culture | Desirable | Application Form and uploaded CV and covering letter |
| Experience of working in higher education or the wider public sector | Desirable | Application Form and uploaded CV and covering letter |
| Knowledge and experience of international HRM practice and supporting 1) employees from overseas and 2) those working overseas | Desirable | Interview |
| **Skills and Abilities** | | |
| Ability to communicate effectively with range of key stakeholders | Essential | Interview |
| Ability to influence, mediate and resolve complex situations and conflict and to gain the confidence of senior stakeholders | Essential | Presentation at Interview |
| Act as a role model and team player to deliver proactive, efficient and effective HR service in a progressive and forward-thinking environment | Essential | Application Form/ Interview/ Supporting Statement |
| Proactive and positive approach to change and continuous improvement | Essential | Interview |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test, but you will be given some notice if this is the case.