

PERSON SPECIFICATION
HR & Payroll Service Delivery Manager
Vacancy Ref: A1458

Criteria	Essential/ Desirable	How it will be assessed
Qualifications		
CIPD Qualified or equivalent management experience in a HR or Payroll or Shared Services setting.	Essential	Application Form
Member of the CIPD or relevant experience/accreditation	Essential	Application Form
Project Management Qualification or experience of managing and completing large scale projects	Desirable	Application Form
Experience and Knowledge		
Significant experience gained in a HR administration of systems role within a complex organisation	Essential	Application Form/ Interview
Demonstrable experience of implementing HR projects and/or revised systems, processes, policies etc	Essential	Application Form/ Interview
Detailed knowledge and understanding of the UK pensions landscape	Essential	Application Form/ Interview
Detailed knowledge and understanding of the UK Immigration legislation and eligibility to work practices	Essential	Application Form/ Interview
Working knowledge of employment law, particularly around recruitment and organisational change	Essential	Application Form/ Interview
Working knowledge and understanding of Job Evaluation Schemes for all grades of staff	Essential	Application Form/ Interview
Experience of researching, developing and implementing policies, systems and operating procedures.	Essential	Application Form/ Interview
Experience of working with the trade unions or within a unionised environment	Desirable	Application Form/Interview
Experience of leading and managing staff who in turn have line management responsibility for teams	Desirable	Application Form
Skills and Abilities		
Proven technical skills in order to deliver detailed operational reports/SOPs to internal and external clients	Essential	Application Form/ On-line test
Ability to communicate effectively with range of key stakeholders	Essential	Interview
Team Player – to ensure the implementation of joined up services to the University and ability to coach & support colleagues	Essential	Application Form/ Interview
Pro-active and positive approach to change and continuous improvement	Essential	Interview
Ability to communicate effectively both verbally and in writing with a range of different audiences	Essential	Application Form/ Presentation

Well developed organisational skills to and the ability to manage a large portfolio of work to meet agreed targets	Essential	Interview/ Online test
Personal resilience and emotional intelligence	Essential	Interview/ Online test
Understanding of the HR/workforce issues facing Higher Education and the wider public sector	Desirable	Interview