

**PERSON SPECIFICATION**  
**Assistant HR Partner – Reward Projects**  
**Vacancy Ref: A3014**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>How it will be assessed</b>
<b>Qualifications</b>		
Educated to degree level	Essential	Application Form
Qualified to CIPD Level 7	Desirable	Application Form
Chartered Member of the CIPD	Desirable	Application Form
<b>Experience and Knowledge</b>		
Reward or Projects background with experience of advising on HR issues	Essential	Application Form
Experience in development of Reward Processes and Policies	Desirable	Application Form/ Supporting Statement/Interview
Experience of researching, developing and implementing HR-related policies, procedures and processes	Essential	Application Form /Interview
Experience and/or knowledge of issues relating to Reward	Essential	Application Form/ Supporting Statement/ Interview
Awareness of employment law	Essential	Application Form/Interview
Demonstrable experience of supporting projects resulting in change and improvement to the organisation	Essential	Application Form/ Presentation
Experience of working with the trade unions or within a unionised environment	Desirable	Application Form/Interview
<b>Skills and Abilities</b>		
Ability to communicate effectively with range of key stakeholders and strong at establishing and maintaining stakeholder relationships (including HR, line managers and employees) and externally (e.g. suppliers, consultants, maintained professional network)	Essential	Interview/Presentation
Ability to plan and coordinate the activities of a number of key stakeholders	Essential	Application/Interview/ Supporting Statement
Pro-active and positive approach to change and continuous improvement	Essential	Interview/Presentation
Clear and credible communicator with the ability to communicate new and current practices at all levels through multiple methods and channels combined with discretion and sensitivity to others	Essential	Interview/Presentation
Able to demonstrate problem solving, analysis and reporting skills	Essential	Interview

Be thorough and well-organised and have the ability to think and plan ahead	Essential	Interview
Excellent PC and MS Office skills (with intermediate Excel as a minimum)	Essential	Interview
Team Player – to ensure the implementation of joined up services to the University and ability to coach & support colleagues	Essential	Application Form/Supporting Statement /Interview