 OADBY AND WIGSTON BOROUGH COUNCIL

Person Specification

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| **Job Title:**Updated November 2022 | **Team:**People Team | **Salary Band:**Band 10 | **Car Allowance level:**Casual Car User  | **Employment Status:**Permanent  |  |

| **Criteria** | **Essential** | **Method of Assessment** | **Desirable** | **Method of Assessment** |
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| **Qualifications and Processional or Vocational qualifications** | * CIPD Qualified (or equivalent HR qualification)
* Quality continuous professional development
 | **App****App, Int** | CIPD Level 7 | **App, Int** |
| **Relevant experience and knowledge** | * Strong, evidenced experience of operating best practice of the overall HR function
* Strong experience of providing advice and support at senior level on HR issues and the ability to balance risk
* Empowering enabling motivating and developing teams and individuals to deliver continuous improvement
* Producing People strategies, policies and initiatives from research stage through to implementation
* Generating a positive and encouraging working environment
* Staff management experience
* Budget management experience
* Equality, Diversity & Inclusion
 | **App, Int****App, Int****App, Int****App, Int****App, Int****App, Int****App, Int****App, Int****App, Int** | * Experience of HR in the Public Sector and/or Third Sector
* Experience of delivering reports and presentations at board/committee level
 | **App****App****App** |
| **Skills and Abilities** | * Strong verbal and written communication skills
* Excellent prioritisation skills with the ability to manage own time effectively and respond flexibly to changing demands.
* Able to quickly build and maintain positive relationships with internal and external partners
* Negotiating skills
* Able to manage, motivate, coach and develop others
* Ability to understand how people fit into the broader business objectives
* Able to apply employment legislation and guidance within our organisational objectives and values, and assess and quantify the risk associated with employee relations and all other people matters.

  | **App, Int****App, Int****App, Int****App, Int****App, Int****App, Int** | * Knowledge of training and development techniques
 | **App, Int** |
| **Attitude and Motivation** | * Interested in people and their well-being; enjoy the complexities of working with people across the organisation
* High level of integrity
* Comfortable operating within an organisation in the midst of change
* Empathic to sensitive issues
 | **App, Int****App, Int****App, Int****App, Int** |  |  |
| **Other** | * To demonstrate and promote the Council’s Vision and Values
 | **App** |  |  |

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| **Assessment Key:** | E = Evidence | App = Application Form | Int = Interview | T = Test/Assessment |