 OADBY AND WIGSTON BOROUGH COUNCIL

Person Specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
| --- | --- | --- | --- | --- |
| **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** |  |  |

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