

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

Job Title: HR Manager (Maternity Cover)

Factor	Essential Criteria	Desirable Criteria
Qualifications	<p>Educated to degree level or hold a relevant professional qualification at an equivalent level relating to HR Management, Learning and Development or Business.</p> <p>Associate member of Chartered Institute of Personnel and Development (CIPD)</p>	<p>Evidence of continuous professional development.</p> <p>Chartered member of CIPD</p>
Work Experience	<p>Minimum of 2 years' HR Manager/Business Partner experience at senior or middle management level gained during the last 5 years, to include working experience of:</p> <ul style="list-style-type: none"> • recruitment • employee relations • performance management • discipline and grievance • attendance management • redundancy • direct line management of a staff team 	<p>Working experience of:</p> <ul style="list-style-type: none"> • Facilitation of change management • Project management • ICT management experience • Operations management experience
Skills and Aptitude	<p>Computer literate to include extensive use of internet, email, word processing, spreadsheets, power point and databases.</p> <p>Excellent scheduling and planning skills with the ability to juggle differing priorities, meet deadlines and work under pressure.</p>	

	<p>Capacity for critical, analytical and independent thinking.</p> <p>Ability to provide effective leadership and motivate staff.</p> <p>Ability to organise workload to achieve set objectives with conflicting demands and priorities.</p> <p>Ability to build constructive working relationships with staff, colleagues and clients.</p>	
Knowledge and Understanding	<p>Thorough knowledge of human resource management principles and practices</p> <p>Excellent knowledge of current and pending NI employment legislation and best practice</p>	
Special Circumstances	<p>Ability to work flexible, unsocial hours and to travel throughout Northern Ireland, UK and elsewhere at times demanded by the job.</p> <p>Full driving licence and access to a car for work purposes.</p>	