

**AGE UK HERTFORDSHIRE
PERSON SPECIFICATION**

POST TITLE:	HR MANAGER	
<p>The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. NB: In your covering letter, you should address <i>all</i> criteria in turn by number, as each will be assessed and marked during short-listing.</p>		
	CRITERIA	Method of Assessment
KNOWLEDGE		
1	Knowledge of services available to older people and their carers (e.g. through health services, social services, voluntary sector) and the issues affecting their sustainability (Desirable)	A & I
2	In depth working knowledge of up to date UK employment legislation including application and best practice (Essential)	A & I
3	Understanding of equality & diversity policy and practice, confidentiality and data protection (Essential)	A & I
4	Working knowledge of the Disclosure and Barring Service and DBS checks (Desirable)	A
SKILLS & ABILITIES		
5	Thorough understanding of the HR function within an organisation. (Essential)	A & I
6	Good communication and presentation skills both written and verbal; articulate and confident, with the ability to build rapport with individuals and groups (Essential)	I
7	Understanding of organisational standards and implementation of policies and procedures. (Desirable)	A & I
8	Understanding of training & development interventions (Essential)	A & I
9	Understanding of HR reporting & metrics (Desirable)	A & I
10	Strong IT skills including use of HR management systems, software packages, databases, Microsoft Office and Outlook (Essential)	A & I
11	Excellent planning and organisational skills with the ability to meet deadlines and ensure that tasks are completed to a high level within agreed timeframes (Essential)	I
EXPERIENCE		
12	Minimum of two years experience working in an HR function (Essential)	A
13	Experience of identifying and arranging appropriate interventions to meet training & development needs (Essential)	
14	Experience of working with line managers to effectively managing employee relations issues, including HR representation at formal meetings (Essential)	I
15	Experience of coordinating and managing end to end recruitment & selection activities (Essential)	I
16	Experience of providing HR support to staff and volunteers based in a multi-site environment (Desirable)	A & I
17	Experience of working with operational staff / teams (Essential)	A & I
18	Experience of working in partnership and developing relationships with	A & I

	stakeholders (Desirable)	
QUALIFICATIONS, TRAINING & EDUCATION		
19	A good level of higher education with a graduate level qualification or equivalent and an excellent command of written and spoken English (Essential)	A & I
20	Level 5 CIPD qualification, or equivalent (Desirable)	A
21	Evidence of continued professional development (Essential)	A
ATTITUDE & PERSONAL CIRCUMSTANCES		
22	Proven ability to deal with confidential and sensitive issues, using a tactful, discreet, friendly and calm approach (Essential)	A & I
23	High degree of professionalism, self-motivation and self-direction, with the ability to effectively prioritise in a busy work environment (Essential)	A & I
24	Adaptable and willing to work flexibly (Essential)	I
25	Full driving licence and use of a car (Essential)	A
26	A willingness to travel in and around Hertfordshire to other Age UK Hertfordshire offices and other meetings as required (Essential)	A & I

METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS	
A	Application Form (these are also shortlist criteria)
I	Interview