

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title:** HR Business Partner (Band 8a) **Name of Applicant:** \_\_\_\_\_

### WEIGHTING





Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

### SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:

3 points	=	fully meets or exceeds the criteria
2 points	=	significantly meets criteria, although falls short on minor aspects
1 point	=	partially meets criteria, but falls short on key aspects
0 point	=	does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

Category	Criteria	Weight (must be Completed)	How Assessed (must be completed)
<b>1. Values:-</b>   <b>Collaborate</b>	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	 <b>Aspire</b>	3	Interview
	 <b>Respect</b>	3	Interview
	 <b>Enable</b>	3	Interview

<b>2. Education, Qualification &amp; Training</b>  e.g. Education, professional qualifications	Degree level education or equivalent.  Graduate CIPD member; relevant postgraduate qualification or equivalent experience.  Up to date knowledge of employment law and best practice.  An understanding of core employment policies and practices to enable the training and coaching of others.  Knowledge and appreciation of strategies to overcome resistance to change.	3  3  3  3  3	Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview
<b>3. Experience</b>  e.g. Breadth of occupational experience	Significant generalist HR management experience in a large, complex and unionised organisation.  Demonstrable experience of independently managing highly complex and sensitive ER cases.  Demonstrable experience of supporting ER panels, including appeals.  Experience of policy consultation, development & implementation.  Demonstrable experience of being HR lead on employment tribunal cases.  Experience of acting as a change agent, working proactively to make departmental and organisational change happen.  Experience of designing, supporting and implementing HR interventions at a strategic level.  Experience of HR information systems and reporting, including ESR	3  3  3  2  2  3  3  3	Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview  Application / Interview

<b>4. Skills, Abilities &amp; Knowledge</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Proven, project management skills.	2	Application / Interview
	Ability to build credibility by demonstrating the organisation's values, building trust with partners in the organisation and proactively contributing to organisational success.	3	Interview
	Ability to effectively deliver training to a range of audiences using interactive approaches to aid learning.	2	Application / Interview
	Proven networking skills on different levels, employing use of tact, influence and persuasion as appropriate.	3	Application / Interview
	Good IT skills, including use of MS Excel and Word.	3	Application / Interview
	Highly numerate, with the ability to analyse and interpret numerical and/or statistical workforce data.	3	Application / Interview
	Excellent interpersonal skills with an ability to work with all disciplines at all levels of an organisation.	3	Interview
	Ability to work under pressure and deliver a number of objectives against tight schedules.	3	Interview
	Ability to write coherent reports, policies and processes.	3	Application / Interview
	Good presentation skills.	3	Interview
	An understanding of process and service improvement techniques.	3	Interview
	Proactive, solution focused approach to implementation of HR interventions.	3	Interview
	Able to work autonomously.	3	Interview
	Able to deliver results through colleagues.	3	Interview
	A positive approach to working with others in a team environment.	3	Interview
	Excellent communicator - using a range of media across different levels.	3	Interview
	Strong influencer, able to contribute to shaping service strategies.	3	Interview

<b>5. Special Circumstances</b> eg. ability to travel to other sites. Ability to work internal rotation	Able to perform the duties of the post with reasonable aids and adaptations.	3	Application / Interview
	Ability to travel to other sites.	3	Application / Interview