

## Liverpool Heart and Chest Hospital

### PERSON SPECIFICATION DRAFT TEMPLATE

**Job Title:** HR Business Partner

**Department:** HR and Learning

**Band:** 8A

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<p>Member status of the Chartered Institute of Personnel and Development</p> <p>CIPD Level 7 or nearing completion (MCIPD)</p> <p>Master level qualification in related subject or equivalent training, knowledge, and experience</p> <p>Evidence of continuing professional development</p>	<p>Master level qualification in related subject</p> <p>Leadership Qualification</p>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Interview (I)</li> <li>• References (R)</li> </ul>
<b>Knowledge &amp; Experience</b>	<p>Demonstrable experience of leading strategic and operational Human Resource Management in a complex multi-disciplinary organisation</p> <p>An understanding of the national NHS agenda and the key contribution of HR</p> <p>Significant knowledge of agenda for change and medical and dental terms and conditions of service</p>	<p>Experience of working as a HR Business Partner</p> <p>Senior level HR experience in the NHS</p> <p>Medical Staffing experience/exposure</p>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Interview (I)</li> <li>• References (R)</li> </ul>

	<p>Detailed understanding of the principles of change management and able to demonstrate a successful track record of major organisational change.</p> <p>Extensive knowledge of employment law</p> <p>Excellent knowledge of current HR practice and research</p> <p>Knowledge of the NHS quality and diversity agenda</p> <p>In-depth experience of HR management</p> <p>Experience of advising and supporting managers in dealing with the full range of HR issues</p> <p>Experience of developing, implementing, and revising HR policies and procedures</p> <p>Experience of contributing to organisational learning and development</p> <p>Experience of supervising / managing HR staff</p> <p>Experience of working in partnership with trade unions</p>		
<b>Skills &amp; Abilities</b>	<p>Ability to develop and maintain networks of relationships</p> <p>Ability to build effective and productive relationships with senior managers and clinicians</p> <p>Ability to develop and maintain effective communication with all levels of staff</p>	<p>Coaching /mediation/facilitation skills</p> <p>Ability to chair meetings</p>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Interview (I) <ul style="list-style-type: none"> <li>• References (R)</li> </ul> </li> </ul>

	<p>Ability to relate and apply HR knowledge and practice to support the achievement of Directorate and Trust aims and objectives</p> <p>Ability to influence, guide, challenge and persuade at all levels</p> <p>Ability to apply advanced influencing and negotiation skills</p> <p>Ability to prepare written reports/proposals and make presentation</p> <p>Excellent verbal reasoning skills, with the ability to make judgements on a range of complex and sensitive HR issues</p> <p>Good numerical reasoning, with the ability to analyse and interpret data</p> <p>Good IT skills</p>		
<b>Values &amp; Behaviours</b>	<p>Demonstrate self- belief, drive, ambition, a line of sight to patient outcomes, whilst maintaining and promoting a 'can do' approach</p> <p>Ability to deal with conflict constructively and positively</p> <p>Personal Resilience</p> <p>Politically astute, able to respond to competing agenda with integrity and professionalism</p>		