

Person Specification

JOB TITLE:	People Business Partner	POST NO:	
SCALE:	10	DEPARTMENT:	Corporate Services
DIVISION:	People & Development	DIRECTOR:	Mandy Pullen
DATE:	March 2023	COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Strong knowledge of providing people relations services in house or externally to clients to meet their needs. Understanding of relevant legislation, national guidelines, and the impact of these on the organisation Understanding of how projects work, knowledge of project management tools and agile approaches to change Knowledge of job evaluation and role benchmarking 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to generate creative ideas/solutions that are achievable in response to the issues/challenges. Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues. Have strong data analysis and problem-solving skills, ensuring the highest level of accuracy. Ability to make logical, well-balanced, and reasoned decisions and promote/present ideas and solutions in a focused, constructive, and clear manner. Must be able to influence others at Senior Management and Project Board level. Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively. Ability to self-motivate, work on own initiative, plan, organise own workload, and use a wide range of skills and techniques to ensure successful 	

	<p>delivery of outcomes through effective use of resources and manage conflicting priorities.</p> <ul style="list-style-type: none"> • Ability to collect and analyse relevant data and information from internal, regional, and national sources. • Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately. 	
And EXPERIENCE	<ul style="list-style-type: none"> • People relations knowledge and experience: Experience of working in a people relations environment, preferably with a sector which has difficult to fill roles. • Understanding of impact of People employment actions • Experience of working on a project or initiative from start to end, able to evidence getting the project started, ensuring focus throughout, meeting targets/deadlines through to final completion. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to 'A' Level standard or equivalent. • Degree or equivalent relevant experience 	<ul style="list-style-type: none"> • CIPD or similar qualification: Level 3
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Able to work flexibly to meet the requirements of the post and service, which may sometimes include out of office hours working 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. • Understanding of the equality and diversity issues faced by external and internal providers. • Understanding of the equality agenda and the ability to address discrimination issues 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care 	