

Person Specification

JOB TITLE:	Senior Business Partner Recruitment & Reward	POST NO:	
SCALE:	12	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"> • Extensive knowledge of providing recruitment services in house or externally to clients to meet their recruitment needs. • Strong knowledge of providing reward and benefit services in house or externally to clients. • Understanding of relevant legislation, national guidelines, and the impact of these on the organisation • understand the legal and regulatory landscapes of the reward agenda including benchmarking practices. • Understanding of how projects work, knowledge of project management tools and agile approaches to change 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to lead and develop a team and create positive working environments and thriving culture. • 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"> • Reward & benefit knowledge and experience or the equivalent in recruitment, preferably both and within a sector which has difficult to fill roles • Experience in pay and role benchmarking • 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. • Experience in providing coaching, mentoring and peer to peer support to others. 	
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 Learning and Development or similar qualification: Level 5-7
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 	