

## 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>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.		3
	 <b>Respect</b>	Treats all with compassion and kindness. Ensures everyone feels valued.		3
	 <b>Enable</b>	Consults others and listens to their views/opinions. Enables others to take the initiative		3

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

<p><b>4. Skills, Abilities &amp; Knowledge</b></p> <p>e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.</p>	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