

PERSON SPECIFICATION

| | |
|-------------------|---|
| JOB TITLE: | HR Case Manager – Employee Relations |
| JOB BAND: | 7 |

| Qualifications & Education | Weighting (Essential or Desirable) |
|--|---|
| Graduate CIPD (Chartered Institute of Personnel and development) or equivalent post graduate level qualification/training/experience | Essential |
| NHS Job Evaluation Training | Desirable |
| Evidence of continuous professional development | Essential |
| Membership of the Chartered Institute of Personnel and Development | Essential |

| Knowledge and Training | Weighting (Essential or Desirable) |
|---|---|
| Ability to interpret and apply NHS Terms and Conditions of Employment | Essential |
| Knowledge and understanding of the full range of HR and HR policy issues and best practice | Essential |
| Extensive knowledge of Employment and Health and Safety legislation | Essential |
| Knowledge of Safeguarding Adults and Children legislation | Essential |
| Team member with a flexible approach to work, willing to adapt to regularly changing situations | Essential |
| Good presentation and report writing skills | Essential |
| Excellent IT skills (to include as a minimum: Word Excel, PowerPoint, HR databases) | Essential |
| Operational experience advising on and influencing medical workforce concerns | Desirable |

| Experience | Weighting (Essential or Desirable) |
|--|---|
| Leadership and Project Management experience | Essential |
| Significant experience of working in an employee relations / generalist role, providing advice and support on complex cases involving safeguarding issues, suspensions and discrimination claims | Essential |
| Experience in dealing with issues where problem solving skills are required | Essential |
| Experience of working in a recent generalist HR role in the NHS | Essential |
| Experience across a broad range of HR work including HR policy development and implementation | Essential |
| Experience of consultation and working in partnership with Trade unions | Essential |
| Experience of analysing and interpreting workforce data | Essential |

| Communication & Relationship Skills | Weighting (Essential or Desirable) |
|---|---|
| Ability to communicate effectively with a range of stakeholders including colleagues, staff, staff-side, and other outside agencies on a face-to-face basis, telephone contact and E-Mail in a concise and informative manner | Essential |
| Strongly developed communication skills including the ability to communicate highly complex information with fully developed persuasive, negotiating and influencing skills | Essential |
| Highly developed analytical and judgement skills with the ability to analyse and interpret highly complex situations | Essential |
| Ability to maintain confidentiality and deal with situations in a sensitive manner | Essential |
| Ability to create and develop good partnership working | Essential |
| Ability to work autonomously, without direct supervision and as part of a team | Essential |

| Analytical & Judgement Skills | Weighting (Essential or Desirable) |
|--|---|
| Must be able to effectively prioritise own workload using time management skills | Essential |
| Able to set and meet targets in a pressurised environment | Essential |
| Ability to gain and maintain credibility and establish good working relationships with staff at all levels across the organisation | |
| Exercises judgement when dealing with queries | Essential |

| Planning & Organisational Skills | Weighting (Essential or Desirable) |
|--|---|
| Ability to work autonomously and plan activities | Essential |
| Ability to set own priorities, meet tight deadlines and work independently | |
| Able to work to tight deadlines | |

| Physical Skills | Weighting (Essential or Desirable) |
|--|---|
| Ability to use VDU equipment more or less continuously | Essential |
| Ability to use a keyboard for long periods of time | Essential |

| Equality, Diversity, Inclusion and Trust Values | Weighting (Essential or Desirable) |
|---|---|
| Able to provide safe, caring, and effective services | Essential |
| Values and behaviours that reflect the Trust values of Care, Respect and Responsibility | Essential |
| Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong, and their contribution is valued | Essential |

| | |
|---|------------------|
| Prepared by: | Jo Stearn |
| Date prepared: | 07/02/24 |
| Job evaluation completed: | 28/02/24 |
| Job evaluation reference number: | |