

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: **Medical HR Manager**

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

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	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
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	<ul style="list-style-type: none"> Degree level education or equivalent. 	3	Application form
	<ul style="list-style-type: none"> Graduate MCIPD member; relevant postgraduate qualification or equivalent experience. 	3	Application form / interview
	<ul style="list-style-type: none"> Up to date knowledge of employment law and best practice. 	3	Application form / interview
	<ul style="list-style-type: none"> An understanding of core employment policies and practices to enable the training and coaching of others. 	3	Application form / interview
	<ul style="list-style-type: none"> Knowledge and appreciation of strategies to overcome resistance to change 	3	Application form / interview
EXPERIENCE eg Breadth of occupational experience	<ul style="list-style-type: none"> Significant generalist HR management experience in a large, complex and unionised organisation. 	3	Application form / interview
	<ul style="list-style-type: none"> Demonstrable experience of independently managing highly complex and sensitive ER cases. 	3	Application form / interview
	<ul style="list-style-type: none"> Demonstrable experience of supporting ER panels, including appeals. 	3	Application form / interview
	<ul style="list-style-type: none"> Experience of policy consultation, development & implementation. 	3	Application form / interview
	<ul style="list-style-type: none"> Demonstrable experience of being HR lead on employment tribunal cases. 	3	Application form / interview

	<ul style="list-style-type: none"> • Experience of acting as a change agent, working proactively to make departmental and organisational change happen. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of designing, supporting and implementing HR interventions at a strategic level. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of HR information systems and reporting, including ESR. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of working within the NHS in a senior HR role 	2	Application form / interview
	<ul style="list-style-type: none"> • Experience of working with NHS Medical & Dental terms and conditions of service 	2	Application form / interview

SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	<ul style="list-style-type: none"> Proven, project management skills. 	2	Application form / interview
	<ul style="list-style-type: none"> Ability to build credibility by demonstrating the organisation's values, building trust with partners in the organisation and proactively contributing to organisational success. 	3	Application form / interview
	<ul style="list-style-type: none"> Ability to effectively deliver training to a range of audiences using interactive approaches to aid learning. 	3	Application form / interview
	<ul style="list-style-type: none"> Proven networking skills on different levels, employing use of tact, influence and persuasion as appropriate. 	3	Application form / interview
	<ul style="list-style-type: none"> Good IT skills, including use of MS Excel and Word. 	3	Application form / interview
	<ul style="list-style-type: none"> Highly numerate, with the ability to analyse and interpret numerical and/or statistical workforce data. 	3	Application form / interview
	<ul style="list-style-type: none"> Excellent interpersonal skills with an ability to work with all disciplines at all levels of an organisation. 	3	Application form / interview
	<ul style="list-style-type: none"> Ability to work under pressure and deliver a number of objectives against tight schedules. 	3	Application form / interview
	<ul style="list-style-type: none"> Ability to write coherent reports, policies and processes. 	3	Application form / interview
	<ul style="list-style-type: none"> Good presentation skills. 	2	Application form / interview

	<ul style="list-style-type: none"> • An understanding of process and service improvement techniques. • Proactive, solution focused approach to implementation of HR interventions. • Able to work autonomously. • Able to deliver results through colleagues. • Line management experience. • A positive approach to working with others in a team environment. • Excellent communicator - using a range of media across different levels. • Strong influencer, able to contribute to shaping service strategies. 	<p>2</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>	<p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	<ul style="list-style-type: none"> • Able to perform the duties of the post with reasonable aids and adaptations. Ability to travel to other sites. 	<p>3</p>	<p>Application form / interview</p>