



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.  
Applicants will be shortlisted solely on the extent to which they meet these requirements.

**Job title: Senior HR Adviser (Transformation)**

**Accountable to: Head of HR Operations**

**Division: Human Resources**

Competency	Criteria	E/D
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience of making service improvements</li> <li>• Experience of successful negotiating and influencing with key stakeholders</li> <li>• Awareness and understanding of process re-engineering</li> <li>• Good working knowledge of standard IT packages and databases including Excel, Microsoft Project and Visio</li> <li>• Proven experience of delivering projects to the desired outcomes and within quality, time and cost limits</li> <li>• Experience of successfully working on multiple projects</li> <li>• Experience of using and applying project methodologies e.g. Prince2</li> <li>• Experience of using agile and waterfall methodology</li> <li>• Awareness of shaping the strategic development of services to ensure change and benefits deliver against strategic objectives.</li> <li>• Experience in embedding new processes, functions and systems within a complex organisation</li> <li>• Proven experience of working with internal and external customers, partners and suppliers to deliver outcomes</li> <li>• Experience of drafting communication, implementation and training strategies and related plans</li> <li>• Experience of designing and embedding highly creative and innovative initiatives to support transformational change</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Excellent written skills to draft communication, papers, mandates and business cases</li> <li>• Ability to foster collaborative working relationships within HR, getting others on board with meeting tight deadlines</li> <li>• Able to present clearly to different audiences to include project board members</li> <li>• Excellent interpersonal skills with strong negotiating and persuasion abilities and the ability to build strong and constructive relations</li> <li>• Ability to deal with senior management and board members, displaying confidence and gaining trust</li> <li>• Ability to confidently make proposals and challenge decisions constructively</li> <li>• Proven ability to focus on the customers, understanding their needs and expectations, in order to deliver high quality services.</li> <li>• Excellent analytical abilities and high level of skill in using</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	analytical techniques	
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Ability to organise and manage a project</li> <li>• Ability to keep projects on track and effectively co-ordinate the contributions of others</li> <li>• Ability to work to tight deadlines and often conflicting priorities</li> </ul>	E E E
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Evidence of enhancing a customer focused service</li> <li>• High level of accuracy and attention to detail</li> <li>• Evidence of autonomously setting individual targets and working to tight deadlines</li> </ul>	E E E
<b>Teamwork and motivation</b>	<ul style="list-style-type: none"> <li>• Experience of working collaboratively with colleagues as part of a team</li> <li>• Experience of being pro-active and taking responsibility for own workload</li> <li>• Ability to sustain momentum and a positive approach in a busy and high volume working environment</li> </ul>	E E E
<b>Initiative and problem solving</b>	<ul style="list-style-type: none"> <li>• Experience of evaluating options, identifying effective courses of action and taking initiative to resolve problems</li> </ul>	E
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>• Ability to develop good working relationships with contacts outside of HR, e.g. IMT and Finance and external customers e.g. suppliers.</li> </ul>	E
<b>Analysis and research</b>	<ul style="list-style-type: none"> <li>• Evidence of effectively understanding large amounts of moderately complex information and compiling succinct summaries</li> <li>• Ability to undertake research and benchmarking, analysing and making judgements based on the information gathered and put forward well informed proposals</li> </ul>	E E

E - Essential requirements without which the job could not be done

D - Desirable requirements that would enable the candidate to perform the job well