



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: HR Policy Adviser (Two year fixed-term contract)

Department/Division: Human Resources

Accountable to: Head of HR Policy and Employee Relations

Competency	Criteria	E/D
Knowledge and Experience	• Previous experience of working in a large HR department supporting a complex and diverse organisation	E
	• Can demonstrate a sound knowledge of UK employment legislation and HR good practice, with experience of advising colleagues and managers on HR policy and procedure	E
	• Excellent knowledge of Microsoft Office: Word, Excel, PowerPoint, Outlook and Teams	E
	• Experience of organising events	E
	• Able to demonstrate an understanding of project management tools and techniques	E
Communication	• Can demonstrate experience in staff engagement practices such as wellbeing, benefits and recognition	D
	• Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels, in the most appropriate format	E
	• Excellent written skills i.e. ability to produce written material such as policy documents and procedural guidance	E
	• Ability to exercise discretion and deal professionally with confidential and/or politically sensitive information	E
	• Ability to use persuasive techniques to influence the viewpoints of others	E



Planning and Organising	<ul style="list-style-type: none"> • Ability to deal with frequently changing and multiple priorities • Ability to organise and manage small projects • Demonstrable ability to work accurately and pay attention to detail 	E E E
Service Delivery	<ul style="list-style-type: none"> • Evidence of enhancing a customer-focused service and the efficiency in which information is accurately and promptly delivered to internal and external customers • Evidence of autonomously setting individual targets and working to tight deadlines 	E E
Teamwork and Motivation	<ul style="list-style-type: none"> • Experience of working collaboratively with colleagues as part of a team • Experience of being pro-active and taking responsibility for own workload • Ability to sustain momentum and a positive approach in a pressurised environment 	E E E
Initiative and Problem-solving	<ul style="list-style-type: none"> • Experience of evaluating options, identifying effective courses of action and taking initiative to resolve problems • Ability to make constructive recommendations about improvements to policies and procedures and to see them through to implementation 	E E
Liaison and Networking	<ul style="list-style-type: none"> • Ability to develop good working relationships with internal and external contacts at all levels of seniority • Ability to engage others and to adopt a consultative approach to policy development with key stakeholder groups 	E E
Analysis and Research	<ul style="list-style-type: none"> • Evidence of effectively understanding large amounts of moderately complex information and compiling succinct summaries • Ability to undertake research from a wide range of sources, using a range of techniques to gather and analyse relevant information. 	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.