**HEAD OF HUMAN RESOURCES**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALIFICATIONS** | Degree level or higher in Human Resource Management (or equivalent) with a significant amount of experience post qualification working in complex organisations Member of CIPD, commitment to continuous professional development | AF/C |
| **WORK EXPERIENCE** | Substantial previous experience in an HR leadership and management roleExperience in building and developing a successful HR teamExperience of developing and successfully implementing an HR strategy and associated policies, procedures, practices, reporting, and associated KPIsProven track record of development, mentoring and coaching of HR staff to ensure that they operate efficiently and effectivelyexperience of identifying additional service requirements or short-falls and co-ordinating and/or designing, the delivery of an innovative solutionExcellent communication skills, both verbal and in writingAn ability to analyse and interpret complex information and make sound business decisions in a short timeframeProvide vision and direction to team members and make independent decisions that have a significant impact on daily operations and strategic directionFluent in written and spoken English languageAbility to build strong relationships with senior management, convey HR concepts in a straightforward manner and provide sound strategic advice and guidance | AF/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Proven and demonstrable budget management experience. Must have an excellent working knowledge of HR/ERP systems and the ability to implement new fit-for-purpose systemsfully conversant with MS-Office packageA team player with the ability to build and maintain a motivated team who work in a seamless way with colleagues across the ServiceAbility to build long term relationships and maintain them across the wider organisation, stakeholders and suppliers | AF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates