**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 role  Experience in building and developing a successful HR team  Experience of developing and successfully implementing an HR strategy and associated policies, procedures, practices, reporting, and associated KPIs  Proven track record of development, mentoring and coaching of HR staff to ensure that they operate efficiently and effectively  experience of identifying additional service requirements or short-falls and co-ordinating and/or designing, the delivery of an innovative solution  Excellent communication skills, both verbal and in writing  An ability to analyse and interpret complex information and make sound business decisions in a short timeframe  Provide vision and direction to team members and make independent decisions that have a significant impact on daily operations and strategic direction  Fluent in written and spoken English language  Ability 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 systems  fully conversant with MS-Office package  A team player with the ability to build and maintain a motivated team who work in a seamless way with colleagues across the Service  Ability 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