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**NORTH EAST REGIONAL EMPLOYERS’ ORGANISATION**

**Person Specification**

**HR Business Partner**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications | Degree HR-related | CIPD chartered member status or willingness to work towards CIPD | ⬩ Application Form  ⬩ Selection Process  ⬩ Pre-employment  Checks |
| Experience | 2 years’ experience within operational and/or strategic HR service delivery  Experience of leading and delivering HR projects and initiatives within specific deadlines  Experience of successful delivery, support and advice on a range of HR-related topics | Experience of working in local government | ⬩ Application Form  ⬩ Selection Process |
| Skills/Knowledge | Effective knowledge and application of employment legislation and current HR practice  Able to identify potential risks issues with customers and provide sound HR business support  Able to influence, persuade and negotiate to achieve positive outcomes  Able to use coaching skills to support others and manage stakeholders successfully  Ability to manage high workload and conflicting priorities  Able to apply a commercial approach and understanding to ensure service is aligned to business goals  Proactive, self-motivated, flexible and adaptable |  | ⬩ Application Form  ⬩ Selection Process |
| Values | **Public Services**:  A commitment to and support for delivery of high-quality public services for the benefit of communities served by those organisations  **Customer Services**: Committed to provision and the highest quality of support and to developing excellent customer relationship management  **Team Ethos**:  Commitment to a team ‘ethos’ supporting all other employees of the organisation wherever and whenever required for the benefit of the organisation as a whole |  | ⬩ Application Form  ⬩ Selection Process |

**September 2017**