**HEAD OF HUMAN RESOURCES**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Degree level or higher qualification in Human Resource Management (or equivalent) with a significant amount of experience post qualification experience in complex organisations  Member of CIPD and commitment to continuous professional development | AF/C |
| **WORK EXPERIENCE** | Substantial previous experience in an HR leadership and management role  Proven experience in building and developing an exceptional Human Resources Service using a business partnering ethos.  Experience of developing and successfully implementing an HR strategy and associated policies, procedures, practices, reporting, and associated KPIs  Proven track record of the 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, to achieve influence and personal credibility.  An ability to analyse and interpret complex information and make sound, timely business decisions.  Provide vision and direction to team members and make independent decisions that have a significant impact on daily operations and strategic direction  Ability to build strong, influential 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.  Excellent working knowledge of HR/ERP systems and the ability to implement and exploit new fit-for-purpose systems.  Fully conversant with MS-Office package.  A team player with the ability to build and maintain a motivated team which works in a seamless way with colleagues across the organisation.  Ability to build long term relationships and maintain them across the wider organisation, stakeholders and suppliers | AF/I |
| **OTHER** | Work within a flexible working hours scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates