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**Senior People Manager – Person Specification**

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|  | **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge, skills and experience** | A good standard of education including literacy and numeracy at level 2 or above (or equivalent) |  |  | A & C |
| CIPD L5 qualification (or equivalent) |  |  | A & C |
| CIPD L7 qualification (or equivalent) |  |  | A & C |
| Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc |  |  | A & I |
| Up to date working knowledge of employment law and experience of application |  |  | I |
| Knowledge of relevant national terms and conditions and their local application. |  |  | A & I |
| Demonstrable experience of autonomously managing (investigating and resolving) complex, sensitive employee relations issues, including developing and maintaining positive, healthy relationships with trade union partners. |  |  | A, I, T |
| Experience of analysing, interpreting and utilising workforce data to enable evidence-based decisions to be made |  |  | A , I, T |
| Knowledge of recruitment and selection tools and techniques |  |  | A & I |
| Experience of working in a stakeholder focused environment, responding to stakeholders quickly, accurately and professionally |  |  | A & I |
| Experience of using databases to record and manipulate data with the ability to learn how to use new systems quickly |  |  | A & I |
| Experience of developing and supporting junior colleagues |  |  | A & I |
| Experience of coaching and mentoring others, particularly managers and leaders |  |  | A & I |
| **Personal and interpersonal** | **Persuading and influencing**  Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self and others; manages conflict; makes effective use of political processes to influence and persuade others. |  |  | I |
| **Applying expertise**  Applies specialist expertise; develops job knowledge and expertise through continual professional development; shares expertise and knowledge with others; uses technology to achieve work objectives; demonstrates an understanding of different organisational departments and functions. |  |  | I |
| **Analysing**  Analyses numerical, verbal data and all other sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be a part of a much larger system. |  |  | I |
| **Writing & Reporting**  Writes clearly, succinctly and correctly; writes convincingly in an engaging and expressive manner; avoid the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience. |  |  | I |
| **Supporting and Co-operating**  Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight |  |  | I |
| **Adapting and Coping**  Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles feedback well and learns from it |  |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. |  |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* |  |  | C |
| Willingness to undertake safeguarding training when required. |  |  | I |

\* A = application, R = references, I = interview, T = task, C = Clearances