Job title: Human Resources and Business services Manager

The person specification sets out the essential and desirable criteria required for this role. The selection process will look for evidence that you meet these criteria as well as the core behaviour competencies described further below

AF= Application form

I = interview

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Criteria | AF | I |
| Knowledge, training & qualification | Essential |  |  |
|  | CIPD qualification or working towards |  |  |
|  | Proven experience in managing HR activities including employee relations, training, and recruitment. |  |  |
| Organisational Management | Essential |  |  |
|  | Experience of management skills such as coaching, performance development (or willingness to learn) |  |  |
|  | Ability to manage employee relations casework and implement employee processes and procedures and to review and update staff policies and procedures. |  |  |
|  | Proficiency in managing recruitment processes, including induction |  |  |
|  | Ability to monitor staff attendance and absence and prepare HR reports. |  |  |
|  | Skilled in planning and organising staff development programs. |  |  |
|  | Experience in collective bargaining with staff and union representatives |  |  |
|  | Desirable |  |  |
|  | Ability to oversee complaints processes |  |  |
|  | Ability to deliver and supervise Communications and ICT functions effectively |  |  |
|  | Ability to develop and implement effective administration systems using ICT. |  |  |
| Facilities Management and Health and Safety | Essential |  |  |
|  | Ability to manage office buildings and equipment, ensuring upkeep and maintenance |  |  |
|  | Experience in negotiating contracts for office equipment, supplies, and services |  |  |
|  | Desirable |  |  |
|  | Knowledge of health and safety regulations and data protection legislation procedures |  |  |
| Events Management | Desirable |  |  |
|  | Ability to manage and oversee contracts for venues, accommodation, and third-party providers. |  |  |
|  | Experience of overseeing events and conferences and other AEP events. |  |  |
| Skills and Experience | Essential |  |  |
|  | Ability to work collaboratively, develop and sustain effective working relationships with range of stakeholders internally and externally |  |  |
|  | Experience of management skills such as coaching, performance development (or willingness to learn) |  |  |
|  | Excellent communication and interpersonal skills. |  |  |
|  | Attention to detail and problem-solving skills. |  |  |
|  | Ability to plan and prioritise workload to ensure deadlines are met under pressure |  |  |
|  | Commitment to maintaining high standards of health and safety |  |  |
|  | Willingness to undertake personal training and development as required |  |  |
|  | Strong personal commitment to promoting and embedding equity, diversity and inclusion |  |  |