

Recruitment person specification

Post being recruited for: HR Consultant – Relationship Team

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Experience in report writing and development of business cases to support key outcomes.</p> <p>Experience of internal consultancy and contracting skills.</p>	<p>Experience of demonstrating business acumen and holistic thinking in supporting organisational change initiatives.</p> <p>Experience of supporting organisational reviews, demonstrating understanding of the workforce and services and helping to manage the balance of employee and service needs.</p> <p>Experience in thinking strategically and influencing and contributing to organisational decision making.</p>

Knowledge, skills and understanding	<p>A proven ability to plan, manage and deliver complex projects and assignments</p> <p>Demonstrates authenticity with the ability to collaborate effectively with service areas to deliver key projects and initiatives.</p>	<p>Experience in change management.</p> <p>Experience of facilitation tools and techniques and working with people and groups at times of significant change and challenge.</p> <p>Ability to coach others</p>
Qualifications and training	<p>Qualified to degree level in a relevant discipline or able to demonstrate equivalent experience.</p> <p>Evidence of continuous professional development</p>	<p>CIPD Chartered professional membership or equivalent</p>
Job specific requirements	<p>Ability to develop strong relationships across the organisation.</p> <p>A trusted adviser who can be relied upon to deliver superb outcomes</p>	