

**PERSON SPECIFICATION**

**POST TITLE:** Senior HR Business Partner

**DIVISION/UNIT:** HR Unit/HR Services

**JOB SPECIFIC COMPETENCIES**

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Significant experience working at a professional level in a broad-based HR role.</li> <li>2. Experience of HR/OD policy development.</li> <li>3. Experience of producing management and committee reports.</li> <li>4. Experience of managing a team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of HR/OD strategy development.</li> <li>2. Experience of working with trade union representatives.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. A sound understanding of employment law.</li> <li>2. A sound understanding of the requirements of DP, GDPR, FOISA and EIR legislation.</li> <li>3. Ability to lead, inspire and motivate a team.</li> <li>4. Ability to establish and maintain positive relationships with colleagues across Tayside Contracts.</li> <li>5. Highly developed written and verbal communication and presentation skills.</li> <li>6. Ability to manage own workload and work under pressure to meet deadlines.</li> <li>7. Ability to think creatively as well as being able to work in a systematic way.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciation of the wider issues of single status and job evaluation.</li> <li>2. Understanding of the Protection of Vulnerable Groups (Scotland) Act 2007 and PVG Scheme</li> </ol>	Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> <li>1. Degree level education or equivalent combination of</li> </ol>		Application Form

	<p>relevant skills and experience.</p> <p>2. CIPD qualified.</p>		Interview
Personal Qualities	<p>1. Ability to cope with the demands of the post and attend on a regular basis.</p> <p>2. Adaptable to change and have a flexible approach to deliver on the requirements of the post.</p> <p>3. Ability to ensure effective delivery of key projects and targets on time.</p> <p>4. A commitment to continuous improvement and personal development.</p> <p>5. Ability to produce high quality work to set deadlines.</p>		Interview References
Additional Job Related Requirements		<p>1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations*.</p>	Application Form Post Interview Check

\*For all new appointments with effect from 16 August 2024