

## PERSON SPECIFICATION

Role: Human Resources Business Partner			
ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
<p><b>QUALIFICATIONS AND TRAINING</b></p> <ul style="list-style-type: none"> <li>▪ Chartered Membership (MCIPD) of the CIPD, at CIPD Level 7 qualification.</li> <li>▪ Degree or equivalent qualification.</li> <li>▪ Strong evidence of continuing professional development.</li> </ul>	✓ ✓ ✓		<b>Verification of qualifications</b>
<p><b>PROFESSIONAL KNOWLEDGE AND EXPERIENCE</b></p> <p>Experience of the following:</p> <ul style="list-style-type: none"> <li>▪ Significant <b>professional HR experience</b> across workforce planning, wellbeing, employee relations, talent attraction, reward, policy development and management development.</li> <li>▪ Proven experience working in <b>partnership with a trade union</b> or staff association.</li> <li>▪ Extensive experience partnering managers to provide expert employee relations support, including <b>disciplinary, grievance, capability and absence management</b> procedures.</li> <li>▪ Experience of supporting the development of a culture where employee <b>capability, wellbeing and development</b> are embedded as core priorities.</li> <li>▪ Experience of <b>trauma informed practice</b> when providing HR advice.</li> <li>▪ Experience of <b>policy research, development</b> and implementation</li> <li>▪ Experience of <b>job design and job evaluation</b>.</li> <li>▪ Proven experience using HR systems, Microsoft 365 and <b>digital platforms</b> for data analysis, communication and service delivery.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	<b>Application &amp; Interview</b>

<p>Knowledge of the following:</p> <ul style="list-style-type: none"> <li>▪ Sound knowledge of <b>employment law</b> and HR best practice.</li> <li>▪ Strong understanding of <b>inclusion principles</b> and <b>behaviour frameworks</b>, with the ability to support the effective embedding of these values across SCRA.</li> <li>▪ Understanding of <b>reward and benefit</b> offerings which support attraction, inclusion and retention.</li> </ul>	<p>√ √ √</p>		
<p><b>SKILLS &amp; QUALITIES ALIGNED TO SCRA'S VALUES AND INCLUSIVE STANDARDS AND BEHAVIOURS FRAMEWORK</b></p> <p><b>Value: Supportive</b> <b>Behaviour: Working Together; Developing Self and others</b></p> <ul style="list-style-type: none"> <li>▪ Skilled in building effective relationships and working collaboratively with colleagues and trade union representatives, contributing positively to a cohesive culture across SCRA.</li> <li>▪ Self-motivated and enthusiastic with the ability to manage challenging or sensitive matters using sound judgement, discretion, and a people-centred approach.</li> <li>▪ Strong coaching and mentoring capabilities, ideally supporting by experience in mediation.</li> <li>▪ Demonstrates a consistent commitment to ongoing professional development.</li> </ul> <p><b>Value: Child Centred</b> <b>Behaviour: Delivering a Quality Service</b></p> <ul style="list-style-type: none"> <li>▪ Methodical, adaptable and able to prioritise a diverse workload, whilst delivering support aligned to our shared purpose.</li> <li>▪ Dedicated to providing a high-quality HR service, working with autonomy and flexibility.</li> <li>▪ Resilient, calm and professional in sensitive or difficult circumstances; supporting colleagues with discretion, integrity, empathy and respect, and acting consistently in line with SCRA's values.</li> </ul>	<p>√ √ √ √  √ √ √</p>		<p><b>Application &amp; Interview</b></p>

<p><b>Value: Respectful</b> <b>Behaviour: Communicating and Influencing</b></p> <ul style="list-style-type: none"> <li>▪ Excellent communicator who adapts their style confidently and respectfully, including when influencing actions that align with organisational objectives and best practice.</li> <li>▪ Identifies opportunities to strengthen people communications, ensuring alignment with our organisational values and purpose, supporting talent attraction and fostering employee engagement.</li> <li>▪ Builds strong relationships and uses active listening to provide well-informed, authoritative advice, offering persuasive, evidence based recommendations that support positive engagement.</li> </ul> <p><b>Value: Accountable</b> <b>Behaviour: Leadership &amp; Decision Making; Changing &amp; Improving</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates sound judgement and applies a creative, solution focused approach to problem-solving.</li> <li>▪ Highly digitally competent, with experience of using and developing HR systems, Microsoft 365, Business Objects and related digital platforms to ensure accurate and timely provision of workforce data and insights to evidence-based decision-making.</li> <li>▪ Embraces continuous improvement, proactively identifying opportunities to enhance HR services, practices, and approaches which promote employee development and wellbeing.</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		
<p><b>Other Requirements</b></p> <p>Flexible with regard to working hours Ability to travel between offices when required</p> <p>Fitness for work *Medical questionnaire assessed by independent occupational health service must be completed (fitness for work will incorporate reasonable adjustments)</p>	<p>√</p> <p>√</p> <p>√</p>		<p><b>Interview</b> <b>Interview</b></p> <p><b>External</b> <b>assessment</b></p>

