

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: **Medical HR Manager**

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
<p>Values:-</p>  <p>Collaborate</p>	<p>Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships</p>	3	<p>All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios</p>
 <p>Aspire</p>	<p>Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.</p>	3	
 <p>Respect</p>	<p>Treats all with compassion and kindness. Ensures everyone feels valued.</p>	3	
 <p>Enable</p>	<p>Consults others and listens to their views/opinions. Enables others to take the initiative</p>	3	

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	<ul style="list-style-type: none"> • Degree level education or equivalent. 	3	Application form
	<ul style="list-style-type: none"> • Graduate MCIPD member; relevant postgraduate qualification or equivalent experience. 	3	Application form / interview
	<ul style="list-style-type: none"> • Up to date knowledge of employment law and best practice. 	3	Application form / interview
	<ul style="list-style-type: none"> • An understanding of core employment policies and practices to enable the training and coaching of others. 	3	Application form / interview
	<ul style="list-style-type: none"> • Knowledge and appreciation of strategies to overcome resistance to change 	3	Application form / interview
EXPERIENCE eg Breadth of occupational experience	<ul style="list-style-type: none"> • Significant generalist HR management experience in a large, complex and unionised organisation. 	3	Application form / interview
	<ul style="list-style-type: none"> • Demonstrable experience of independently managing highly complex and sensitive ER cases. 	3	Application form / interview
	<ul style="list-style-type: none"> • Demonstrable experience of supporting ER panels, including appeals. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of policy consultation, development & implementation. 	3	Application form / interview
	<ul style="list-style-type: none"> • Demonstrable experience of being HR lead on employment tribunal cases. 	3	Application form / interview

	<ul style="list-style-type: none"> • Experience of acting as a change agent, working proactively to make departmental and organisational change happen. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of designing, supporting and implementing HR interventions at a strategic level. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of HR information systems and reporting, including ESR. 	3	Application form / interview
	<ul style="list-style-type: none"> • Experience of working within the NHS in a senior HR role 	2	Application form / interview
	<ul style="list-style-type: none"> • Experience of working with NHS Medical & Dental terms and conditions of service 	2	Application form / interview

<p>SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.</p>	<ul style="list-style-type: none"> • Proven, project management skills. 	2	Application form / interview
	<ul style="list-style-type: none"> • Ability to build credibility by demonstrating the organisation's values, building trust with partners in the organisation and proactively contributing to organisational success. 	3	Application form / interview
	<ul style="list-style-type: none"> • Ability to effectively deliver training to a range of audiences using interactive approaches to aid learning. 	3	Application form / interview
	<ul style="list-style-type: none"> • Proven networking skills on different levels, employing use of tact, influence and persuasion as appropriate. 	3	Application form / interview
	<ul style="list-style-type: none"> • Good IT skills, including use of MS Excel and Word. 	3	Application form / interview
	<ul style="list-style-type: none"> • Highly numerate, with the ability to analyse and interpret numerical and/or statistical workforce data. 	3	Application form / interview
	<ul style="list-style-type: none"> • Excellent interpersonal skills with an ability to work with all disciplines at all levels of an organisation. 	3	Application form / interview
	<ul style="list-style-type: none"> • Ability to work under pressure and deliver a number of objectives against tight schedules. 	3	Application form / interview
	<ul style="list-style-type: none"> • Ability to write coherent reports, policies and processes. 	3	Application form / interview
	<ul style="list-style-type: none"> • Good presentation skills. 	2	Application form / interview

	<ul style="list-style-type: none"> • An understanding of process and service improvement techniques. • Proactive, solution focused approach to implementation of HR interventions. • Able to work autonomously. • Able to deliver results through colleagues. • Line management experience. • A positive approach to working with others in a team environment. • Excellent communicator - using a range of media across different levels. • Strong influencer, able to contribute to shaping service strategies. 	<p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>	<p>Application form / interview</p>
<p>SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation</p>	<ul style="list-style-type: none"> • Able to perform the duties of the post with reasonable aids and adaptations. Ability to travel to other sites. 	3	Application form / interview