

Person specification (AFC:JM031/24)

Post	HR Advisor/ER Advisor	Band	6
Dept/ward	Human Resources		

Essential = E Desirable = D		E or D	Application form	Inter view/ Test
Milton Keynes Hospital Standards	Demonstrable ability to: <ul style="list-style-type: none"> • Treat everyone with Respect, courtesy and kindness • Provide timely care and attention • Listen, inform and explain • Involve you as part of the team and work together • Are reassuringly professional • Provide and maintain a clean and comfortable environment 	E E E E E E	A	I
Qualifications and knowledge	<ul style="list-style-type: none"> • Associate Level CIPD (Chartered Institute of Personnel and development) • Educated to degree level or equivalent experience • Evidence of continuous professional development. • Up to date and thorough working knowledge of Employment Law and Human Resource Best Practice • Knowledge and understanding of the full range of HR and HR policy issues and best practice. 	E E E E E	A	I

Essential = E Desirable = D		E or D	Application form	Inter view/ Test
Experience	<ul style="list-style-type: none"> • Experience of recent generalist HR experience in a large, complex organisation. • Experience across a broad range of HR work including HR policy development and implementation, as well as HR casework. • Experience of consultation and working in partnership with Trade unions. • Experience of developing and delivering training interventions to staff and managers. • Experience of preparing workforce information reports 	E E E E E	A	I
Skills	<ul style="list-style-type: none"> • Strongly developed communication skills including the ability to communicate complex information with fully developed persuasive, negotiating and influencing skills. • Analytical and judgement skills with the ability to analyse and interpret complex situations. • Ability to create and develop good partnership working. • Ability to work autonomously, without direct supervision and as part of a team. • Good presentation and report writing skills. • Good IT skills (to includes as a minimum: Word Excel, PowerPoint, HR databases). • Good typing/word processing skills where speed and accuracy are important. • Ability to interpret and apply NHS Terms and Conditions of Employment. • Ability to set own priorities, meet tight deadlines and work independently • Ability to gain and maintain credibility and establish good working relationships with staff at all levels across the organisation. • Ability to maintain confidentiality and deal with situations in a sensitive manner. 	E E E E E E E E E	A	I

Essential = E Desirable = D		E or D	Application form	Interview/ Test
	<ul style="list-style-type: none"> • Able to work to tight deadlines and pay attention to detail. 	E		
Personal and people development	<ul style="list-style-type: none"> • The ability to work on own initiative, responding to immediate requests. • Team member with a mature and flexible approach to work, willing to adapt to regularly changing situations. • Proactive and self-motivated. 	E E E	A	I
Communication	<ul style="list-style-type: none"> • Able to concentrate with frequent interruptions and where work is unpredictable, e.g., constant phone calls requesting advice. • Able to deal with distressing or emotional circumstances, frequently when imparting information e.g., discipline, sickness, organisational change. 	E E	A	I
Specific requirements	<ul style="list-style-type: none"> • Able to perform the duties of the post with reasonable aids and adaptations. • Own transport to travel between sites 	E E	A A	I I