

**PERSON SPECIFICATION
HR Operations Manager**

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. CIPD qualified (preferably MCIPD Level 7) and significant experience in an HR Operations/ Shared Services role in a large organisation.	Essential	Application Form
2. Previous experience of managing a HR team or function.	Essential	Application Form
3. Experience of working in an organisation with a diverse range of employment contracts and terms and conditions of employment.	Essential	Supporting Statement
4. An excellent understanding of HR/Payroll system processes and the use of HR reporting tools.	Essential	Supporting Statement
5. An up-to-date knowledge of UK Employment Law and good practice approaches in HR, including a strong and demonstrable understanding of UKVI processes and right to work regulations, DBS checks, Data Protection Act and General Data Protection Regulations.	Essential	Supporting Statement
6. Proven ability to manage a complex and demanding workload with the ability to prioritise and plan in the short and long term.	Essential	Supporting Statement
7. Effective oral and written communication skills, including report writing presentation, training and facilitation skills.	Essential	Supporting Statement
8. Ability to relate to a wide range of staff across the organisation and provide credible and authoritative advice and guidance on a wide range of HR issues.	Essential	Supporting Statement
9. Competence in ICT, including MS Office and large databases, and the ability to undertake analysis of data and write reports based on the data.	Essential	Supporting Statement
10. A flexible and proactive approach to contributing to a team environment with demonstrable experience of providing support at times of pressure.	Essential	Interview
11. Ability to work with integrity and respect for confidentiality.	Essential	Interview
12. Experience of working in a HR environment in the HE Sector.	Desirable	Application Form

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.