

**RICHMONDSHIRE DISTRICT COUNCIL  
PERSON SPECIFICATION**

**HR and PAYROLL MANAGER**

**Criteria will be assessed via the submitted application form (A), and Interview (I)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1. Degree level or equivalent substantial experience in relevant discipline (A) 2. CIPD level 5 or equivalent professional qualification (A)	a. CIPD level 7 or equivalent professional qualification (A) b. Formal management qualification (A)
<b>Experience</b>	3. Substantial generalist HR experience within a large corporate environment (A) 4. Evidence of previous Strategic HR management experience (A) 5. Demonstrable track record in the delivery of business wide change projects (A) 6. Line Management experience (A)	c. Experience of working in the public sector (A) d. Experience of developing and implementing an organisational Learning and Development strategy and plan (A) e. Budget management experience (I)
<b>Knowledge</b>	7. Employment Law and professional development (I) 8. Evidence of good HR practice methods (I) 9. Broad range of practical application of legal requirements and good practice (I)	f. Knowledge of Local Government working practices and terms and conditions(I)
<b>Personal aptitudes and skills</b>	10. Leadership skills (I) 11. Exceptional communication, influencing and stakeholder management skills, to include written, aural and presentational. (I) –test 12. Planning and Organising skills (I) – test 13. Ability to use a range of Microsoft office applications/ use an electronic HR system to provide management information (I) 14. Highly analytical with the ability to translate and simplify processes and procedures (I) – test 15. Keen interest in emerging HR trends and best practice (I)	g. Ability to use Microsoft OneNote
<b>Disposition</b>	16. High levels of drive and determination with a dynamic approach (I) 17. Pragmatic and practical approach to achieve an outcome (I) 18. Customer focus (I) 19. Self-motivated, with the ability to manage work to agreed deadlines within a flexible framework (I) - test	h. Commitment to public service (I)
<b>Other requirements</b>	20. Committed to promoting equality and diversity (I) 21. Able to work outside of normal working hours on occasion, to meet the requirements of the post (I)	