



MORDEN COLLEGE

Interesting People Living Life to the Full

Person Specification

Job Title: HR Manager

Date Prepared: August 2022

DETAIL		ESSENTIAL or DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	<p>Educated to A level standard as a minimum, or equivalent.</p> <p>CIPD Level 5 qualified or working towards.</p> <p>Evidence of continuing professional development within the related field.</p>	<p>E</p> <p>D</p> <p>E</p>	Application Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Strong experience and understanding of employment law and its application. • Strong experience in employee relations including management of formal procedures. • Recruitment and induction. • Performance management. • Reward and contract management. • Sourcing, co-ordinating, facilitating and recording training. • A good working knowledge and experience of HR systems. • Supervising and managing staff. • Providing advice and guidance to managers on all of the above. <p>Though not essential, the following are desirable but advantageous:</p> <ul style="list-style-type: none"> • Experience of working in a care-based charity or health and social care setting. • Good working knowledge of CQC Legislation. • Knowledge of Health and Safety Legislation relating to health and social care. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	Application Interview

SPECIFIC SKILLS	<p>Able to evidence:</p> <ul style="list-style-type: none"> • Self-motivated and able to work under own autonomy or as part of a team. • Ability to maintain confidentiality and act with discretion and diplomacy is crucial. • Strong communication skills. • Strong administrative and organisational skills. • Writing policies. • Confident presentation/facilitation skills. • Developing and recording HR metrics. • IT literacy specifically Microsoft packages. • Designing and delivering training. 	<p>E E E E E E D</p>	Application Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Flexible and non-judgemental approach to people and work. • Empathetic. • Approachable. • Creative. • Credible confident demeanour. • Ability to listen and respect others' points of view even if you disagree. • Reflect on your own work and give and receive constructive feedback to enable team development. 	<p>E E E E E E</p>	Application Interview
OTHER FACTORS	<ul style="list-style-type: none"> • Satisfactory DBS check (Basic). • Committed to the Vision and Values of Morden College. • Fully vaccinated against Covid-19. 	<p>E E D</p>	Certificates Interview

We reserve the right to request sight of the original documentation specified above as proof of education and qualifications.