

PERSON SPECIFICATION
HR and People Development Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	A formal qualification in HR management	CIPD Level 5 or equivalent	Application Form Interview
Work Related Experience & Associated Skills	Minimum 3 years relevant operational HR experience at a senior level	Minimum 3 years' experience in the regulated sector including Health, Care and Education Experience of working in the charitable and voluntary sector Full driving licence and use of car when relevant.	Application Form Interview
Specialist Knowledge & Personal Attributes	Highly organised with excellent planning skills Able to combine strategic thinking with HR operational knowledge Excellent interpersonal skills and ability to work as part of a team, but also to work independently Proactive and adaptable Excellent written and verbal skills Self-motivated and driven Being up to date with current legislation and employment law		Application Form Interview

The Next Step Trust
The Hoover Building, Westfield Street, Halifax, HX1 2DN
Tel. 01422 330938

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Registered Charity No. 1114197
Registered Company No. 5711840



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HR and People Development Manager

	Confidence to influence and negotiate with the senior managers		
Job Related Skills	<p>A practical and common-sense approach to HR related matters</p> <p>Confident user of business systems (MS Office/Google)</p> <p>Excellent written and verbal communication skills</p>		Knowledge of relevant policies and procedures

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