



THE PERSON

Assistant Director of HR

Criteria	Essential / Desirable	Method of Assessment
Qualification		
MCIPD or other relevant professional qualification.	E	
Level 6 standard of education (e.g. undergraduate degree) or equivalent experience in a relevant area (e.g. HR/Psychology).	E	
ILM Level 7 Diploma in Leadership and Management, or equivalent gained through in-house programme or experience.	E	
Masters in Management and Leadership.	D	
Knowledge & Experience		
Knowledge and experience of leading HR functions and their contribution to Organisational effectiveness.	E	
Experience of developing and implementing comprehensive People Strategy.	E	
Good knowledge and understanding of employment law.	E	
Experience of managing complex HR casework up to and including Employment Tribunals	E	
Experience of successful management at a senior level and developing and leading high performing teams.	E	
Successful experience of planning and implementing change.	E	
Experience of managing and controlling budgets, resources and funding.	E	
An understanding of the social, economic and political environment of the Fire and Rescue Service and working with Trade Unions or Staff Groups.	E	
Experience of dealing with financial accountability and procurement systems within a public sector environment.	D	

Person Specification

Skills & Abilities		
High level verbal and written communication skills, sufficient to engage with employee's, managers and partners.	E	
Excellent analytical skills with an aptitude for developing innovative solutions to complex issues.	E	
High level of interpersonal skills with the ability to inspire and manage team(s) and articulate the vision for the department.	E	
Confidence, resilience and ability to work under pressure.	E	
Can encourage the application of new ideas, contribute to strategic planning and manage change.	E	
The ability to influence and network locally and nationally.	E	
Capable of leading programmes, projects or initiatives, which have significant resources and strategic impact.	E	
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form