

PERSON SPECIFICATION: HR PROJECT MANAGER (FIXED 12-MONTH TERM)

Competencies	Essential	Desirable
<p>Achieving results: Being clear about objectives and priorities and focusing on results.</p>	<ul style="list-style-type: none"> • Strong project management skills to efficiently plan, organise and prioritise a wide range of pro and reactive tasks to ensure delivery of strategic goals. • Ability to monitor the effectiveness of the workplan and contribute to an outcomes framework. • Experience of working collaboratively. • Complete work to agreed standards of accuracy and thoroughness. • 	<ul style="list-style-type: none"> • Experience of managing a HR-related function.
<p>Communicating: Communicating effectively – both orally and in writing.</p>	<ul style="list-style-type: none"> • Ability to absorb a wide range of information and deliver it concisely in written and verbal format. • Proven experience of effectively being able to express thoughts and ideas concisely and question where necessary. • Be diligent and careful when passing on information, respecting confidentiality as appropriate. • Listen actively to others. • 	<ul style="list-style-type: none"> • Understanding of how to communicate with a wide range of audiences and an ability to flex personal style, taking into account diversity of background and need.
<p>IT Application: Is able to use information technology to prepare reports and correspondence.</p>	<ul style="list-style-type: none"> • Ability to produce papers, reports, letters, email, diary management. • Ability to use spreadsheets and databases. • Ability to use Croner or similar • Ability to use Microsoft Office suite: Outlook, Excel, Word, PowerPoint. • 	<ul style="list-style-type: none"> • Experience of Croner.
<p>Managing yourself: Being aware of how far our abilities extend and taking</p>	<ul style="list-style-type: none"> • Plan and manage own workload with minimum supervision. 	

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<p>personal responsibility for our own actions and development.</p>	<ul style="list-style-type: none"> • Accept responsibility for your own work, actions and mistakes. • Be aware of the impact of behaviour on others. • Display confidence in dealing with a range of internal and external contacts. • Operate with impartiality, fairness and diplomacy. • 	
<p>Organisational and sector awareness: Is able to relate internal and external factors to broader issues.</p>	<ul style="list-style-type: none"> • ? • 	<ul style="list-style-type: none"> • Understand how voluntary sector initiatives impact on Corra Foundation's work.
<p>Service Focus: Able and willing to address needs of customers - colleagues, applicants, other partners and stakeholders.</p>	<ul style="list-style-type: none"> • Listen to, establish and respond positively to different customer needs. • Provide a consistently professional and helpful point of contact for customers and stakeholders. • Operate with impartiality, fairness and diplomacy. 	<ul style="list-style-type: none"> • Build credibility, trust and mutual understanding with stakeholders.
<p>Team working: Co-operating with and considering others. Sharing knowledge and resources, striving for good working relationships.</p>	<ul style="list-style-type: none"> • Demonstrate strong leadership skills. • Build and maintain collaborative working relationships with all colleagues. • Ensure wide knowledge-sharing. • Be open to different viewpoints and value the contributions which others make, with a willingness to use the advice and ideas of others. • 	<ul style="list-style-type: none"> • Understand the differing needs of others and actively seek to assist all members of the team. • Be aware of how your work impacts on that of your colleagues.
<p>Analysis, Investigation, and decision making: Seeking, using and interpreting information to generate</p>	<ul style="list-style-type: none"> • Clear analysis of a wide range of complex information. • Identify and address information or knowledge gaps that impact on our work. 	

Competencies	Essential	Desirable
solutions and recommendations.		
Managerial skills: including motivation, planning, support and the implementation of the Foundation's appraisal system	<ul style="list-style-type: none"> • Proven management skills. • Practical experience of preparing and delivering performance appraisals. 	<ul style="list-style-type: none"> • Experience of working within the voluntary sector.
Experience	<ul style="list-style-type: none"> • Significant HR experience in a workplace • Knowledge of relevant HR legislation and an ability to keep pace with changes. • Understanding of the complexity of HR challenges and a range of strategies to improve situations. • Understanding of the complexity of working in a charity environment and the challenges that it poses. • Experience of balancing competing priorities so that the focus remains on the most important issues. • A willingness to be a pragmatic 'in house expert' in the area of HR and providing advice and support to staff • Experience of a range of challenging situations with successful outcomes. • Experience of effectively working in teams. • Experience of working collaboratively with a range of people. • Experience of working closely with other groups, with the aim of resolving complex problems • Familiarity of Managing Attendance processes and procedures • High level of IT competence, literacy and numeracy skills 	
Education, qualifications, training	<ul style="list-style-type: none"> • Relevant HR qualifications 	<ul style="list-style-type: none"> • Evidence of commitment to CPD throughout career

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<p>Personal attributes/ disposition</p>	<ul style="list-style-type: none"> • Approachable, helpful, honest and caring, attentive, conscientious. • Desire to achieve service excellence and continually improve • Professional, calm, non -judgemental yet assertive • Tactful and diplomatic • Confident individual able to lead a team • Confident to communicate vision and approach to colleagues, partners and stakeholders. • Able to work to tight deadlines • Flexible approach to work • Committed to the principles of equality and diversity 	
<p>Achieving results: Being clear about objectives and priorities and focusing on results.</p>	<ul style="list-style-type: none"> • Strong project management skills to efficiently plan, organise and prioritise a wide range of pro and reactive tasks to ensure delivery of strategic goals. • Ability to monitor the effectiveness of the workplan and contribute to an outcomes framework. • Experience of working collaboratively. • Complete work to agreed standards of accuracy and thoroughness. • 	<p>Experience of managing a HR function.</p>