



Person Specification			
<b>Post title</b>	Strategic Human Resources Business Partner – Commercial Services	<b>Grade / Salary</b>	PMG1-3 PMG1 / £51,714 - £56,763 PMG 2 / £58,483 - £63,899 PMG 3 / £65,801 - £71,522

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage. As this is a career graded post the grade the criteria is appropriate to is shown. For PMG1 you'll need to show your experience against the PMG1 criteria, for PMG2 you'll need to show your experience against PMG1 and PMG2 criteria. For PMG3 you will need to show your experience against PMG1, PMG2 and PMG3. Please indicate in your application which level you are applying for. Once in post you will have the opportunity to progress through PMG1-3 as you build your experience.

Shortlisting Number & Equivalent Grade	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1 – PMG1	Experience of building strong, trust-based relationships with a range of diverse and demanding stakeholders, (particularly in relation to people management issues and in an environment of organisational change).	I
S2 – PMG1	Able to analyse complex information, to inform decision making and planning and to track impact of interventions and SLA performance.	CV/SS / I
S3 – PMG1	Evidence of delivering improvements in organisations aligned to corporate objectives, at a strategic level through targeted HR interventions.	CV/SS
S4 – PMG2	Acting as a coach and trusted confidante for senior leaders across the directorates you partner, able to provide constructive challenge where needed, getting to the root cause of issues.	I
S5 – PMG2	Experience of taking a blank page, creative and visionary approach to identify pragmatic and high impact solutions to complex people challenges.	CV/SS
S6 – PMG2	An understanding of how culture in organisations is created and its impact, with the ability to shift culture, develop positive team dynamics, champion positive behaviour and challenge where behaviour falls short of expectations.	P

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S7 – PMG3	Significant experience in people development/HR/OD with a proven track record of leading innovative and high impact transformational people change programmes in large, complex organisations.	CV/SS / I
S8 – PMG3	Extensive knowledge and understanding of key HR functions including culture change, organisation design, pay and reward, policy, employee engagement, resourcing, terms and conditions and employee relations, underpinned by a strong employment law knowledge.	CV/SS
S9 – PMG3	Ability to develop and implement strategic people plans, measuring their effectiveness with the ability to see the bigger picture, identify strategic links and manage changing and competing priorities.	I
<b>Personal attributes and circumstances</b>		
P1 – PMG1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I
P2 – PMG1	A commercial mindset with a drive for quality and customer focus to provide the best quality seamless employment experience for clients workforces.	I
P3 – PMG1	Actively promote the reputation of P+D and the Organisation, both internally and externally, displaying enthusiasm for the work, helping to inspire colleagues and stakeholders to fully engage with the aims and long-term vision.	I
P4 – PMG2	Proactively identify and act on areas where people practice can be improved, even if outside own work area	CV/SS / I
P5 – PMG2	High degree of political awareness and sensitivity.	I
P6 – PMG3	Evidence of innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges, seen as a change agent, challenging the norm.	CV/SS / I
P7 – PMG3	An experienced leader in the HR field, your leadership style will be empowering, Inclusive and embracing diversity from all backgrounds and promoting a positive ‘can do’ attitude. You will be able to influence upwards, be seen as a role model to those around you and have excellent communication, negotiation and consultancy skills.	I
<b>Communication</b>		
C1 – PMG1	Exceptional communication skills across a range of mediums including oral, written and presentations.	CV/SS / I / P
C2 – PMG1	Highly developed relationship building and stakeholder management skills.	I

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Qualifications		
Q1	CIPD qualified at Associate (PMG1) Chartered (PMG2) or Fellow (PMG3), or equivalent qualifications and experience.	CV/SS / C
Q2 – PMG1	Evidence of continuous professional development.	CV/SS

**Curriculum Vitae** = Curriculum Vitae/Supporting Statement   **C** = Certificate   **I** = Interview   **P** = Presentation

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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