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| **PERSON SPECIFICATION**  **HR & Governance Manager (Maternity Cover)** | A picture containing text, clipart  Description automatically generated |

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| **Competency** | **Role Specification** | **Evidence/Demonstration of meeting specification** | **Essential** | **Desirable** |
| **Qualifications** | A good level of general education. | Application Form, Certificates | **ü** |  |
| An appropriate human resource management qualification. |  | **ü** |
| Evidence of continuing professional development in human resource management and/or governance matters. |  | **ü** |
| **Experience** | Significant experience (min 3 years) in a HR/governance related role. | Application Form, Interview, References | **ü** |  |
| Considerable experience of establishing, maintaining and improving effective and efficient HR and governance systems and processes. | **ü** |  |
| Experience of overseeing the management and implementation of policies and procedures, and establishing, managing and improving effective recruitment, induction, probation and offboarding processes. | **ü** |  |
| Experience of overseeing the achievement of relevant awards, accreditations and standards that support employee health and wellbeing, recruitment and retention. |  | **ü** |
| Experience of line management. | **ü** |  |
| **Skills, Knowledge and Aptitude** | Exceptional written and oral communication skills, with the ability to write and present clearly and concisely. | Application Form, Interview, References | **ü** |  |
| Interpersonal skills of the highest calibre. | **ü** |  |
| Excellent HR and governance related knowledge/skills, including an excellent understanding of employment law, governance practices and processes, and other regulatory matters (including health and safety and data protection). | **ü** |  |
| Excellent knowledge and understanding of equality, diversity and inclusion and safeguarding/welfare issues and a commitment to driving organisational improvements in these areas. | **ü** |  |
| Ability to make effective use of a wide range of IT and digital applications (e.g. Office 365 (including SharePoint and Teams) and Smartsheet, and CRM systems). | **ü** |  |
| Able to prioritise a busy workload and meet deadlines. | **ü** |  |
| Commitment to providing extremely high levels of customer service. | **ü** |  |
| **Motivation and Working Practices** | Self-motivated and self-disciplined - able to work independently and autonomously as required, without the need for close supervision or support. | Application Form, Interview, References | **ü** |  |
| Able and willing to work collaboratively as part of a multi-disciplinary team and contribute effectively to the work of the team. | **ü** |  |
| Conscientious and thorough with excellent attention to detail. | **ü** |  |
| Personable, confident and reliable. | **ü** |  |
| **Other** | Committed to sport and physical activity, equality, diversity, inclusion and safeguarding. | Application Form, Interview, References | **ü** |  |
| Committed to continuous professional development. | **ü** |  |
| Willing and able to work between an office environment and home environment, with a flexible attitude. | **ü** |  |
| Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity’s offices and partner locations across Durham, Northumberland and Tyne & Wear. | **ü** |  |

Last updated: *June 2025*

Date of next review: *June 2026*