



HR Manager (Policy & Reward)

Assessment Information

Thank you for your interest in the above role. Below, you will find information on how the different competencies outlined in the person specification will be assessed throughout the Recruitment process as well as information on the vacancy timeline. Throughout the process, you will be assessed against the competencies captured in the person specification and the key behaviours set out in the SPS Behavioural Competency Framework (BCF). All Recruitment at SPS is based on the Behavioural Competency Framework which outlines the key behaviours and standards required both of applicants and existing staff. Further details on the SPS Behavioural Competency Framework can be found on the Careers section of our website.

Competencies you will be assessed against:

Intrinsic Characteristics	Assessment Methods
Cognitive Ability	Cognitive Ability Test – verbal & numerical reasoning.

Person Specification	Essential /Desirable	Assessment
Qualifications		
Chartered Member of the Chartered Institute of Personnel & Development (CIPD) or actively working towards and likely to achieve within a 6 month period.	Essential	Application Interview
Degree-level qualification in an HR or business related discipline.	Desirable	Interview

Experience		
Experience in the design, development, implementation and review of HR products such as policies, procedures or collective agreements.	Essential	Application Written Exercise Interview
Experience of interpreting and applying key aspects of employment law, taking account of organisational context.	Essential	Application Interview
Experience in the management of Employee Reward <u>or</u> Employee Relations.	Essential	Application Interview
Knowledge & Skills		
Communication & Interpersonal Skills Excellent interpersonal and communication skills (both verbal and written) with the ability to vary and tailor your style of communication to suit the needs of the audience.	Essential	Written Exercise Interview
Planning, Implementation and Control Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands of your own and others' workload to ensure outputs are delivered on time.	Essential	Interview
Problem Solving & Decision Making Excellent decision-making skills with evidence of your ability to analyse complex issues, problem solve and produce credible recommendations by exercising a high level of initiative, judgement and discretion in proposing appropriate actions to be undertaken.	Essential	Written Exercise Interview
Building & Maintaining Relationships Leadership and management skills with the ability to build and maintain effective working relationships with all internal and external stakeholders, demonstrating your ability to negotiate with and positively influence others to achieve desired results.	Essential	Interview

Selection Process Timeline:

Application Window	<p>Live: 03 January 2019</p> <p>Close: 17 January 2019</p>
Cognitive Ability Testing	<p>Please note: <u>all</u> candidates who submit an application will be invited to complete psychometric testing. Your test results will be considered alongside your application form to determine whether you will be progressed to the next stage of the selection process.</p> <p>Live: 18 January 2019</p> <p>Close: 25 January 2019</p> <p>You will be emailed by our testing providers to your nominated email address, with links to the testing; these links will be open for 24 hours a day during the above dates.</p> <p>Failure to complete will result in your application being withdrawn</p>
Shortlisting	<p>29 January 2019</p>
Outcomes of Cognitive Ability Testing and Application Review	<p>Your cognitive ability test results will be considered alongside your application form performance to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system. If successful you will attend a Written Exercise.</p>
Written Exercises	<p>01 February 2019</p> <p>Candidates successful at shortlisting will be invited to attend a Written Exercise to determine whether you will be progressed to the next stage of the selection process</p> <p>We will update you of the outcome via the Online Recruitment system.</p> <p>Candidates successful at Written Exercise will attend Interview</p>
Assessment Day(s)	<p>The Assessment Day will consist of an Interview, taking place on</p> <ul style="list-style-type: none">• 14 February 2019 <p>Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.</p>