



THE PERSON

HR Business Analyst

Criteria	Essential / Desirable	Method of Assessment
Qualification		
MCIPD or equivalent gained through in-house programme or demonstrable experience	E	
Level 4 or 5 standard of education (e.g. Certificate/Diploma of Higher Education or equivalent experience in a relevant area.	E	
Prince2 foundation, or other project related qualification including agile, lean and other methodologies or equivalent gained through demonstrable experience.	D	
Knowledge & Experience		
Is familiar with the project life cycle for the development of concepts and practices required to implement effective change.	E	
Has demonstrable experience of delivering Productivity and Efficiency improvements within HR and monitoring and tracking for evidence.	E	
Has project and/or change management experience on HR processes, practices and technology-based solutions.	E	
Experience of managing changing priorities and situations.	E	
Experience of planning the use of resources and contributing to financial decisions.	E	
An understanding of the Fire and Rescue Service and working with Trade Unions.	D	
Skills & Abilities		
Demonstrable ability of keeping up to date with industry technologies to evaluate and deliver increased productivity and efficiency	E	
Able to monitor and evaluate procedures/processes to recommend improvements and implement them where necessary.	E	

Person Specification

Able to rapidly absorb new information and apply it effectively.	E	
Capable of keeping up to date with relevant knowledge to ensure validity of work.	E	
Excellent written, verbal and presentation skills including the ability to produce and share complex information.	E	
Able to analyse and interpret data and information to support decision making.	E	
Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	
Can effectively balance own work, priorities and deadlines against managing team(s).	E	
Able to identify the need to change and successfully lead teams through periods of change.	E	
Able to use professional judgement and diplomacy to make decisions.	E	
Other		
The ability to travel around the county may be required.	E	
Willingness to work flexibly.	E	
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	