



PERSON SPECIFICATION

Job Title: **People and Culture Manager**

Person Specification for People and Culture Manager		
	Essential	Desirable
Skills and Abilities		
Excellent verbal and written communication skills.	√	
Strong IT skills, particularly MS Word, Access, Excel, Outlook and Teams.	√	
Strong organisational skills and attention to detail.	√	
Ability to manage multiple priorities and a varied workload whilst working under pressure.	√	
Work effectively as part of a team.	√	
Experience		
Providing a comprehensive HR service ideally within a regulated environment.	√	
Development of and implementing agreed HR strategies.	√	
Delivering services as outlined in the core specialisms in the job description.	√	
Providing HR and training advice.	√	
Communicating with, advising and working with a wide range of stakeholders.	√	
Experience of implementing L&D strategies and monitoring outcomes.		√

Knowledge		
Knowledge of relevant and required employment legislation and regulation.	√	
Knowledge of best practice approaches to HR.	√	
Education and Training		
Professional Qualification in HR to EQF Level 7.	√	
Chartered Member of CIPD.	√	
Personal Qualities		
High personal integrity and a strong focus on personal accountability to deliver effective outcomes.	√	
Commitment to developing a culture of openness and partnership.	√	
Self-motivated and able to use own initiative.	√	
Aligned to the Vision, Mission, and Values of Ayrshire Housing.	√	