

**Northern Education Trust**  
Post: HR Advisor  
**PERSON SPECIFICATION**

			<b>Assessed by:</b>	
<b>No</b>	<b>Categories</b>	<b>Essential / Desirable</b>	<b>App Form</b>	<b>Interview / Task</b>
<b>QUALIFICATIONS</b>				
1.	CIPD Qualified	E	✓	
2.	Management Qualification	D	✓	
3.	Willingness to participate in training and development opportunities	E	✓	
<b>EXPERIENCE</b>				
4.	HR experience	E	✓	✓
5.	Experience of TUPE transfers	D	✓	✓
6.	Experience of managing case work including absence management, disciplinary, grievance etc	E	✓	✓
7.	Experience of working with Trade Unions	D	✓	✓
8.	Experience of HR project work including restructures	D	✓	✓
9.	Experience of dealing with difficult and sensitive situations in a diplomatic way	E	✓	✓
10.	Experience of recruitment	E	✓	✓
11.	Experience of working in the education sector (preferably schools)	D	✓	✓
12.	Experience of working with local and national conditions of service for teachers and support staff	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
13.	Full and up to date knowledge of employment legislation and HR good practice	E	✓	✓
14.	Knowledge of Teachers and NJC pay and conditions	D	✓	✓
15.	Negotiating skills	E	✓	✓

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16.	Good ICT skills and ability to use MS office software	E	✓	✓
17.	Effective written and verbal communication skills and the ability to effectively convey complex information to a wide variety of audiences	E	✓	✓
18.	Excellent organisational skills	E	✓	✓
19.	Ability to work with staff at all levels including senior managers and other key stakeholders	E	✓	✓
21.	Ability to work under pressure and to strict deadlines	E	✓	✓
22.	To be able to research, analyse and reason logically and effectively within tight and conflicting timescales.	E	✓	✓
23.	An understanding of relevant outside bodies that HR work with in education	D	✓	✓
<b>PERSONAL QUALITIES</b>				
24.	Able to build good working relationships	E	✓	✓
25.	Credible with senior staff	E	✓	✓
26.	Flexible	E	✓	✓
27.	Positive attitude	E	✓	✓
28.	Able to work autonomously	E	✓	✓
29.	Willing to travel across NET academies in the Northern region	E	✓	✓
30.	Commitment to safeguarding and promoting the welfare of children and young people	E	✓	✓
31.	Friendly and approachable manner	E	✓	✓
32.	Self-motivated	E	✓	✓
33.	Reliable and punctual	E	✓	✓

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34.	Have a willingness to demonstrate commitment to the vision and values of NET	E	✓	✓