

**Northern Education Trust**  
Post: Senior 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.                                     | Substantial HR experience at HR Advisor level  | E                            | ✓                   | ✓                       |
| 5.                                     | Experience of TUPE transfers   | E                            | ✓                   | ✓                       |
| 6.                                     | Experience of managing complex case work including absence management, disciplinary, grievance etc     | E                            | ✓                   | ✓                       |
| 7.                                     | Experience of working with or contributing to negotiations with unions and key stakeholder discussions | E                            | ✓                   | ✓                       |
| 8.                                     | Experience of HR project work including restructures   | E                            | ✓                   | ✓                       |
| 9.                                     | Experience of dealing with difficult and sensitive situations in a diplomatic way                      | E                            | ✓                   | ✓                       |
| 10.                                    | Experience of recruitment up to senior level   | E                            | ✓                   | ✓                       |
| 11.                                    | Experience of working in the education sector (preferably schools)                                     | E                            | ✓                   | ✓                       |
| 12.                                    | Experience of working with local and national conditions of service for teachers and support staff     | E                            | ✓                   | ✓                       |
| <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   | E                            | ✓                   | ✓                       |
| 15.                                    | Negotiating skills   | E                            | ✓                   | ✓                       |

|                           |  |                       | Assessed by: |                  |
|---------------------------|--|-----------------------|--------------|------------------|
| No                        | Categories   | Essential / Desirable | App Form     | Interview / Task |
| 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                     | ✓            | ✓                |
| 20.                       | Knowledge of recruitment processes   | 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 within education  | D                     | ✓            | ✓                |
| 24.                       | An understanding of the education climate and culture  | D                     | ✓            | ✓                |
| <b>PERSONAL QUALITIES</b> |  |                       |              |                  |
| 25.                       | Able to build good working relationships   | E                     | ✓            | ✓                |
| 26.                       | Credible with senior staff   | E                     | ✓            | ✓                |
| 27.                       | Flexible   | E                     | ✓            | ✓                |
| 28.                       | Positive attitude  | E                     | ✓            | ✓                |
| 29.                       | Able to work autonomously  | E                     | ✓            | ✓                |
| 30.                       | Willing to travel across NET academies in the Northern region  | E                     | ✓            | ✓                |
| 31.                       | Commitment to safeguarding and promoting the welfare of children and young people  | E                     | ✓            | ✓                |
| 32.                       | Friendly and approachable manner   | E                     | ✓            | ✓                |

|     |   |                       | Assessed by: |                  |
|-----|---|-----------------------|--------------|------------------|
| No  | Categories  | Essential / Desirable | App Form     | Interview / Task |
| 33. | Self-motivated  | E                     | ✓            | ✓                |
| 34. | Reliable and punctual   | E                     | ✓            | ✓                |
| 35. | Have a willingness to demonstrate commitment to the values and ethos of NET | E                     | ✓            | ✓                |

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.