

PERSON SPECIFICATION - HR Manager

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
• CIPD qualified	E	Application form/Interview/ Task (if applicable)
• Degree or equivalent level	E	
• Up to date safeguarding and employment law training and a commitment to continuing professional development of self and the HR team	E	
Knowledge & Experience	Essential/Desirable	How Identified
• A significant and proven working knowledge, experience and understanding of HR in Education, preferably within a Schools or MAT environment	E	Application form/Interview/ Task (if applicable)
• Experience of managing a high level of varied and complex HR casework within a unionised environment	E	
• Experience of leading a multi-disciplinary HR team and service (including recruitment, HR administration and HR advisory services)	E	
• Experience of managing TUPE transfers, restructures and redundancies.	E	
• Experience and understanding of safeguarding within Education HR	E	
• Experience of various terms and conditions of employment within a school environment	E	
• Experience of developing, maintaining and continuously reviewing HR policies, procedures and training in line with employment law and education policies	E	
• A knowledge and understanding of reward strategies and their impact upon the recruitment and retention of staff.	E	

<ul style="list-style-type: none"> Experience of managing a number of HR related SLAs including occupational health, employee benefits, recruitment advertising, legal services, payroll and pensions. 	D	
<ul style="list-style-type: none"> An understanding of training and organisational change management. 	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<ul style="list-style-type: none"> Excellent leadership, coaching and people management skills 	E	Application form/Interview/ Task (if applicable)
<ul style="list-style-type: none"> Ability to prioritise own workload effectively and that of the HR team in order to meet the Strategic Priorities of the MAT, Academy Development Plans and the HR plan. 	E	
<ul style="list-style-type: none"> Ability to develop positive and effective professional relationships with all stakeholders including Trustees, LGBs, Academy leaders and the Central Management Team. 	E	
<ul style="list-style-type: none"> Effective inter-personal skills including tact, diplomacy and negotiation 	E	
<ul style="list-style-type: none"> Evidenced based decision-making skills and a solution focused perspective. 	E	
<ul style="list-style-type: none"> Well-developed verbal and written communication skills 	E	
<ul style="list-style-type: none"> Efficient in the use ICT – for example Microsoft Office and Google packages 	E	
Personal Attributes	Essential/Desirable	How Identified
<ul style="list-style-type: none"> A supportive and co-operative team member 	E	Application form/Interview/ Task (if applicable)
<ul style="list-style-type: none"> Standards driven 	E	
<ul style="list-style-type: none"> Ability to work outside normal academy hours in line with academy and community needs 	E	
<ul style="list-style-type: none"> Ability to maintain confidentiality 		
<ul style="list-style-type: none"> Ability to travel to multi-site locations across the Trust 	E	
Equal Opportunities	Essential/Desirable	How Identified
<ul style="list-style-type: none"> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community 	E	Application form/Interview/ Task (if applicable)
<ul style="list-style-type: none"> Commitment to equal opportunities policies relating to gender, race and disability in an educational context 	E	

Safeguarding	Essential/Desirable	How Identified
<ul style="list-style-type: none"> Commitment to the protection and safeguarding of children and young people 	E	Application form/Interview/ Task (if applicable)
<ul style="list-style-type: none"> Has up to date knowledge of relevant legislation and guidance in relation to working with young people 	D	