HR Consultant

Person Specification

Criteria	Essential or Desirable	Assessed A: Application I: Interview
Education/Qualifications		
CIPD qualified with post-qualification experience	E	A
Evidence of continuous professional development	E	A
Experience		
A proven track record of successful experience working in an HR generalist role	E	A/I
Experience advising on all aspects of employee relations casework, including complex and/or sensitive cases	E	A/I
Experience carrying out employee relations investigations	E	A/I
Experience working in the education or public sector	D	A/I
Experience advising on organisational change including restructures	E	A/I
Experience producing high quality reports and documentation	E	A/I
Experience delivering training	D	A/I
Experience working effectively in a unionised environment	D	A/I
Skills/Knowledge		
Thorough and up to date knowledge and understanding of employment law	E	I
Ability to deal with complex, sensitive and challenging situations and queries calmly and professionally	E	I
Politically sensitive with the ability to provide constructive feedback and challenge	E	I
Effective communication, IT, organisation and negotiation skills	E	I
Ability and confidence to deliver high quality training	E	I
Understanding of the key issues facing employers	E	I
Personal Attributes		
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people in all aspects of service delivery	E	A/I
Able to main confidentiality at all times	E	I
Tactful and diplomatic	E	I
Flexible approach to work/team worker	E	A/I
Calm, professional manner	E	I
Committed to equality, diversity and inclusion	E	I
Committed to own professional development	E	I

Additional Requirements		
Proof of identity and eligibility to work in the UK	E	
This role can include working on site in education and children's services setting therefore applicants will be subject to satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List check	E	
A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment)	E	
Proof of qualifications	E	
Satisfactory medical clearance	E	
As the role will involve on site working which may be in remote locations, ability to drive without restrictions and use of own car for work purposes is an essential requirement. Travel expenses will be paid	E	