

Northern Education Trust
Post: HR Advisor
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	CIPD Qualified	E	✓	
2.	Management Qualification	D	✓	
3.	Willingness to participate in training and development opportunities	E	✓	
EXPERIENCE				
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	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
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	✓	✓

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15.	Negotiating skills	E	✓	✓
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	✓	✓
PERSONAL QUALITIES				
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	✓	✓

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