

Human Resources Manager Person Specification

	JOB REQUIREMENT	ESSENTIAL	PREFERRED
Qualifications, experience and Knowledge	MCIPD	✓	
	Masters level qualification in HRM or track record of performance at an equivalent level	✓	
	High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓	
	Up to date working knowledge of employment law.	✓	
	Management qualification or equivalent experience.	✓	
	Training/presentation qualification.		✓
	Knowledge of relevant national terms and conditions and their local application.		✓
	Knowledge of reward and recognition and job evaluation systems and processes.	✓	
	Experience of analysing, interpreting and utilising workforce data to enable evidence based decisions to be made strategically and operationally	✓	
	Experience of managing complex, sensitive employee relations issues in a unionised environment	✓	
	Knowledge of competency based recruitment and selection tools and techniques	✓	
	Knowledge of organisational design and development tools and techniques		✓
	Knowledge of Multi-Academy Trusts and the education sector		✓
Special Skills and Aptitudes	High level of communication skills (written and verbal) with the ability to influence, persuade, negotiate, empathise, resolve and manage conflict, coach and advise staff at all levels.	✓	
	Ability to balance sensitivity and diplomacy with assertiveness and challenge.	✓	
	High level of organisation skills with the ability to prioritise workloads and achieve objectives (volume and quality of work) in a busy, sometimes pressured environment.	✓	
	Self-motivated and able to manage multiple tasks with frequent interruptions.	✓	
	Ability to coach and mentor others, particularly members of the management and leadership teams	✓	
	Analytical, curious mind with the ability to solve complex issues.	✓	

	Demonstrable attention to detail	✓	
	Excellent time management skills and the ability to manage several different areas of work concurrently	✓	
	Ability to work as part of a team, working collaboratively, utilising strengths and talents effectively.	✓	
Key Competencies	Interacting and Presenting - Persuading and influencing	✓	
	Analysing and Interpreting - Applying expertise	✓	
	Supporting and Co-Operating - Working with people	✓	
	Organising and Executing – Delivering results	✓	
	Adapting and Coping – Adapting and responding to change	✓	
	Creating and Conceptualising – Creating and innovating	✓	
Staff Development	Able to assess, develop and utilise the skills and strengths of the team.	✓	
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓	
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓	
	Willingness to undertake Child Protection training when required	✓	