**Person Specification - HR Manager**

**Method of Assessment\*I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

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| **Education and Professional Qualifications** | **Essential/****Desirable** | **Method of Assessment** |
| Professional Qualifications in relevant discipline and member of the Chartered Institute of Personnel and Development | E | A |
| Evidence of recent continuous professional development | D | A |

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| **Experience and Skills** | **Essential/****Desirable** | **Method of Assessment** |
| Experience of successfully developing and managing a significant range of HR Management functions including experience of managing complex grievances, capability and disciplinary matters | E | A, I  |
| Experience of working both strategically and operationally to develop and implement HR strategies, practices and policies  | E | A, I, E |
| Experience of managing staff, leading and developing HR functions, including providing advice and guidance to a variety of audiences at all levels | E | A, I |
| Experience of working at a senior level in an education/school setting | D | A, I  |
| Ability to demonstrate significant HR generalist experience at a senior level | E | A,I  |
| Evidence of working with trade union and employee representatives to achieve and sustain positive employee relations | E | A,I |
| Proven ability to develop, communicate and successfully implement new strategies and policies including change management | E | A, I |
| Proven experience of handling complex employee relations issues with successful outcomes | E | A, I,  |
| Experience of performance management systems in schools and managing the performance management cycle | E | A, I E |
| Highly developed communication, negotiating and influencing skills | E | A, I |
| Experience of working in a MAT | D | A, I |
| Evidence of delivery CPD and HR related training  | E | A, I, E |
| Experience of developing and writing policies | E | A, I  |
| Ability to work with a variety of professionals on a range of legal issues  | D | A, I |
| Ability to interpret and apply new Employment Legislation and advise on the impact for the MAT | E | A, I |

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| **Knowledge**  | **Essential/ Desirable** | **Method of Assessment** |
| Knowledge of statutory requirements and legislation relating to employment law.  | E | A, I  |
| Awareness of the GDPR and its practical application in the workplace | E | A, I,  |
| Knowledge of the TUPE and Due Diligence process  | D | A, I |
| Knowledge of Teachers Pay and Conditions, Pay and Conditions for Support staff with an awareness of Academy freedoms | E | A, I,  |
| Knowledge of payroll provision and pension schemes | D | A, I |
| Knowledge of integrated HR Management Information Systems | D | A, I |
| Have a good knowledge of Keeping Children Safe in Education and how this applies to the HR function including managing allegations against staff | D | A, I |

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| **Personal Attributes/Qualities**  | **Essential/ Desirable** | **Method of Assessment** |
| Excellent communication, influencing and negotiating skills across a range of internal and external stakeholders at all levels  | E | A, I, R |
| Excellent relationship management, experience of successfully working with Trustees and Governing Bodies and building effective working relationships at all levels. | E | A, I, R, E |
| Proactive and positive approach to problem solving | E | A, I, E |
| Ability to make and substantiate difficult and/or complex decisions | E | A, I |
| Exemplary levels of judgement and integrity | E | A, I |
| Excellent oral and written communication skills | E | A, I, E, |
| Demonstrate ability to work strategically and to seek to implement creative solutions | E | A, I |
| High levels of resilience within a high pressured and at times challenging environment | E | A,I |
| Ability to lead and inspire others to develop and maintain high standards and expectations | E | A, I |
| Ability to be flexible and use a variety of leadership styles successfully | E | A, I  |