

**Northern Education Trust**  
Post: HR Advisor  
**PERSON SPECIFICATION**

|  |  |                              | <b>Assessed by:</b> |                         |
|--|--|------------------------------|---------------------|-------------------------|
| <b>No</b>                              | <b>Categories</b>  | <b>Essential / Desirable</b> | <b>App Form</b>     | <b>Interview / Task</b> |
| <b>QUALIFICATIONS</b>                  |  |                              |                     |                         |
| 1.                                     | CIPD Qualified (or working towards)  | E                            | ✓                   |                         |
| 2.                                     | Management Qualification   | D                            | ✓                   |                         |
| 3.                                     | Willingness to participate in training and development opportunities                                   | E                            | ✓                   |                         |
| <b>EXPERIENCE</b>                      |  |                              |                     |                         |
| 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                            | ✓                   | ✓                       |
| <b>ABILITIES, SKILLS AND KNOWLEDGE</b> |  |                              |                     |                         |
| 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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|---------------------------|--|-----------------------|--------------|------------------|
| No                        | Categories   | Essential / Desirable | App Form     | Interview / Task |
| 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                     | ✓            | ✓                |
| <b>PERSONAL QUALITIES</b> |  |                       |              |                  |
| 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                     | ✓            | ✓                |