

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) or Desirable (D) Criteria
Qualifications: <ol style="list-style-type: none"> 1. Degree/Level 6 qualification or equivalent experience. 2. Professional qualification (or working towards) in Human Resource Management (minimum level 5) with the Chartered Institute of Personnel and Development (CIPD). 	<p>E</p> <p>D</p>
Experience: <ol style="list-style-type: none"> 1. Demonstrable experience of working in a HR department in a HR Advisory/Officer based role. 2. Demonstrable experience of supporting the delivery of a high quality, professional and forward thinking HR service. 3. Demonstrable experience in advising and supporting managers in effectively and efficiently managing sickness absence, capability, disciplinary and grievance and other employee relations matters to an appropriate conclusion. 4. Demonstrable experience of working in a customer facing role and delivering excellent standards of customer service. 5. Demonstrable experience of dealing with matters confidentially and sensitively. 6. Experience of delivering coaching and training to managers and senior leaders. 7. Experience of working within a role in the Education/Multi-Academy Trust sector. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Knowledge: <ol style="list-style-type: none"> 1. Knowledge of best practice human resource management theory and practice including recruitment, attendance management, 	<p>E</p>

<p>employee relations, probationary and appraisal, staff training, development and engagement.</p> <p>2. Up to date knowledge of employment legislation.</p> <p>3. Up to date knowledge of the General Data Protection Regulation</p> <p>4. Up to date knowledge of Safeguarding legislation</p> <p>5. Up to date knowledge of education sector specific legislation</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p>Skills and Abilities:</p> <p>1. Excellent written and verbal communication and interpersonal skills with strong ability to present information to others in a clear and concise way.</p> <p>2. Strong interpersonal skills including active listening and showing empathy, and emotional intelligence in communication.</p> <p>3. Excellent ability to work accurately and with strong attention to detail.</p> <p>4. Excellent ability to take and type comprehensive and accurate notes/minutes.</p> <p>5. The ability to use judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred or escalated.</p> <p>6. Excellent ability to plan, organise and prioritise a busy workload by working flexibly and responding to change on a daily basis.</p> <p>7. The ability to work effectively and contribute positively and supportively in a team.</p> <p>8. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or challenging situations.</p> <p>9. Ability to be resilient in response to challenge to secure successful outcomes.</p> <p>10. The ability to work with professional confidence, integrity and consistency to maintain trust and assurance in the reputation the HR service and trust.</p> <p>11. The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome</p> <p>12. Strong analytical and interpretative skills.</p> <p>13. The ability to use IT systems at an excellent level.</p>	<p>E</p>

14. Dealing with matters with respect, confidentially and sensitivity.	E
15. To deliver pride, excellence and ambition in work through a positive, proactive can do attitude.	E
16. The ability to act as a role model to encourage and promote nondiscriminatory behaviour and sustain strong equality and diversity in the workplace	E
17. To work with an outward mindset and ensure helpfulness in your approach to finding solutions	E
Other Attributes	
1. Possess a driving licence and car to be able to travel between the different Academies within the Multi Academy Trust.	E
2. Evidence of continued professional development	D