**Northern Education Trust**

Post: HR Advisor

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
| 1. | Level 5 CIPD Qualified | E | ✓ |  |
| 2. | Management Qualification | D | ✓ |  |
| 3. | Willingness to participate in training and development opportunities | E | ✓ |  |
| **EXPERIENCE** | | | | |
| 4. | HR experience | E | ✓ | ✓ |
| 5. | Experience of TUPE transfers | D | ✓ | ✓ |
| 6. | Experience of managing case work including absence management, disciplinary, grievance etc | E | ✓ | ✓ |
| 7. | Experience of working with Trade Unions | D | ✓ | ✓ |
| 8. | Experience of HR project work including restructures | D | ✓ | ✓ |
| 9. | Experience of dealing with difficult and sensitive situations in a diplomatic way | E | ✓ | ✓ |
| 10. | Experience of recruitment | E | ✓ | ✓ |
| 11. | Experience of working in the education sector (preferably schools) | D | ✓ | ✓ |
| 12. | Experience of working with local and national conditions of service for teachers and support staff | D | ✓ | ✓ |
| **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 | D | ✓ | ✓ |
| 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 | ✓ | ✓ |
| 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 with in education | D | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
| 24. | Able to build good working relationships | E | ✓ | ✓ |
| 25. | Credible with senior staff | E | ✓ | ✓ |
| 26. | Flexible | E | ✓ | ✓ |
| 27. | Positive attitude | E | ✓ | ✓ |
| 28. | Able to work autonomously | E | ✓ | ✓ |
| 29. | Willing to travel across NET academies in the Northern region | E | ✓ | ✓ |
| 30. | Commitment to safeguarding and promoting the welfare of children and young people | E | ✓ | ✓ |
| 31. | Friendly and approachable manner | E | ✓ | ✓ |
| 32. | Self-motivated | E | ✓ | ✓ |
| 33. | Reliable and punctual | E | ✓ | ✓ |
| 34. | Have a willingness to demonstrate commitment to the vision and values of NET | E | ✓ | ✓ |