

Person Specification

Human Resources Officer

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 with the Chartered Institute of Personnel and Development (CIPD) 	 E D
Experience <ol style="list-style-type: none"> 1. Demonstrable experience of working in an HR Advisor or Officer role/duties within a HR service. 2. Demonstrable experience of supporting the delivery of a high quality, professional and forward thinking HR service with excellent customer service standards. 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 dealing with matters confidentially and sensitively. 5. Experience of working within a role in the Education/Multi-Academy Trust sector. 	 E E E E D
Knowledge <ol style="list-style-type: none"> 1. Knowledge of best practice human resource management theory and effective practice including recruitment, attendance management, disciplinary, grievance, capability, parental leave, probationary and appraisal, staff training, development and engagement. 2. Up to date knowledge of employment legislation. 3. Up to date knowledge of General Data Protection Regulation 4. Up to date knowledge of Safeguarding legislation. 5. Up to date knowledge of education sector specific legislation. 	 E E E D D

<p>Skills and Abilities</p> <ol style="list-style-type: none"> 1. Excellent written and verbal communication skills with a strong ability to present information to others in an appropriate, structured, clear and concise way. 2. Strong interpersonal skills including active listening and showing empathy, and emotional intelligence in communication. 3. Excellent ability to work accurately and with attention to detail. 4. To work independently and with initiative; using judgement, problem solving skills to effectively resolve queries, focusing on what needs to be done and how that should be done most effectively. 5. Excellent ability to independently plan, organise and prioritise a busy workload. 6. To work flexibly and respond to change on a daily basis. 7. To work effectively, contribute positively and provide proactive support as part of a team. 8. Demonstrate professional behaviour at all times, remaining calm in potentially sensitive or challenging situations. 9. To be resilient in response to challenges to secure successful outcomes. 10. Work with professional confidence, integrity and consistency to maintain trust and assurance in the reputation of the HR service and trust. 11. To achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome. 12. Effectively manage boundaries in ensuring a supportive HR service whilst respecting roles and responsibilities of HR and managers. 13. Excellent analytical and interpretive skills. 14. The ability to use Microsoft Office and Google Suite at a good level including running reports. 15. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other Attributes</p> <ol style="list-style-type: none"> 1. Able to travel between the different academies within the Multi Academy Trust. 2. Evidence of continued professional development 	<p>E</p> <p>E</p>