

HR Officer: Person Specification

AF – Application Form

SP – Selection Process

| Specification | Essential/ Desirable | Method of Assessment |
|---|-------------------------|-------------------------|
| QUALIFICATIONS / PROFESSIONAL MEMBERSHIP | | |
| <ul style="list-style-type: none"> CIPD qualified (or equivalent) or working towards completion, or substantial relevant experience and willingness to undertake qualification | Desirable | AF |
| PROFESSIONAL EXPERIENCE | | |
| <ul style="list-style-type: none"> Experience of working within an education setting. | Desirable | AF |
| <ul style="list-style-type: none"> Demonstrate a good understanding of teachers' and support staff terms and conditions; | Essential | AF & SP |
| <ul style="list-style-type: none"> Ability to demonstrate an empathy with issues affecting schools. | Essential | AF & SP |
| <ul style="list-style-type: none"> Able to evidence experience of working at the relevant level, including responsibility for organising recruitment, advising on HR policy, and relevant employee relations case work. | Desirable | AF & SP |
| <ul style="list-style-type: none"> Understanding of relevant policy, procedure, employment law and good practice in relation to HR in schools, along with the ability to assess implications and articulate risk, or willingness to undertake training as appropriate. | Essential | AF & SP |
| <ul style="list-style-type: none"> Experience of working with/building effective relationships with trade unions. | Desirable | AF & SP |
| KNOWLEDGE AND SKILLS | | |
| <ul style="list-style-type: none"> Sound knowledge of employment law (preferably within an education setting). | Essential | AF & SP |
| <ul style="list-style-type: none"> Excellent communication skills (written and verbal), with the ability to tailor your communication as appropriate to the target audience. | Essential | AF & SP |
| <ul style="list-style-type: none"> A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard in a fast paced environment. | Essential | AF & SP |
| <ul style="list-style-type: none"> Ability to escalate HR matters to relevant leaders, as appropriate. | Essential | AF & SP |
| <ul style="list-style-type: none"> An awareness of safer recruitment and compliance practices and their importance within an education setting. | Essential | AF |
| <ul style="list-style-type: none"> A "people person"; able to build strong working relationships with, and influence others. | Essential | AF & SP |

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| ▪ Ability to work on own initiative and within a team environment. | Essential | AF & SP |
| ▪ Strong organisational skills with the ability to meet conflicting deadlines within fixed timescales. | Essential | AF & SP |
| ▪ Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives. | Essential | AF & SP |
| ▪ Excellent ICT skills and the ability to effectively operate various software packages and Information Technology systems. | Essential | AF & SP |
| PERSONAL QUALITIES | | |
| ▪ Approachable, resilient, flexible, creative and forward thinking, with strong emotional intelligence. | Essential | AF & SP |
| ▪ The ability to maintain confidentiality at all times and appropriately respond to matters of a sensitive nature. | Essential | AF & SP |
| ▪ Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | Essential | AF & SP |
| ▪ Tact and diplomacy in all interpersonal relationships - Sensitive to the emotional aspects of advising staff on HR matters | Essential | AF & SP |
| ▪ Commitment to a high-profile presence in and around the Trust. A role model - understands, commits to and models the Trust values. | Essential | AF & SP |
| ▪ Ability to foster an open culture where all are valued and treated fairly. | Essential | AF |
| ▪ A commitment to your own and others' continuous professional development. | Essential | AF |
| ▪ A commitment to development and future progression within HR | Essential | SP |
| ▪ A commitment to safeguarding and safer recruitment. | Essential | AF & SP |
| ▪ Personal commitment to the College's professional standards, including dress code, as appropriate. | Essential | AF |
| ▪ The post will require an enhanced DBS clearance. | Essential | SP |
| ▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust. | Essential | AF |