

Person Specification

Post: People Partner

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • CIPD Level 3 qualification, or equivalent • Grade 4 / C or above in GCSE English and Mathematics (or equivalent) 	<ul style="list-style-type: none"> • Diploma / Degree in Human Resources Management • CIPD Associate Membership, or higher 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Managing a significant and varied caseload of employee relations issues • Providing solution focussed HR advice and guidance at all levels • Supporting the building and leading of high performing teams • Maintaining a consistent and positive solution focussed approach to problem solving 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Providing HR services in an educational setting • Contributing to the development of people strategy and policy • Working in a complex unionised organisation • Leading /supporting HR projects • Talent sourcing and development 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Excellent grasp of current employment law and people best practice • Confidence to challenge where required • Understanding the impact of change • Project management • Formal management of disciplinary, performance management and grievance procedures • Ability to persuade, motivate and influence others • Excellent standards of literacy and numeracy • Commitment to safeguarding • Microsoft Office, especially Outlook, Teams, Excel and Word 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Working knowledge of iTrent, or similar HR system • Safeguarding training • Working in a large scale, multi-site organisation (e.g. Multi academy trust) • Leading change and organisational restructuring 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of our trust 		<ul style="list-style-type: none"> • Application • Interview • References