

**Person Specification  
Senior Human Resources Advisor**

<b>Personal attributes required based on Job Description</b> <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	<b>Essential (E) or Desirable (D) Criteria</b>
<b>Qualifications</b> <ol style="list-style-type: none"> <li>1. Degree/Level 6 qualification or equivalent experience.</li> <li>2. Professional qualification (or working towards) in Human Resource Management (minimum level 5) with the Chartered Institute of Personnel and Development (CIPD)</li> </ol>	<p align="center">E</p> <p align="center">E</p>
<b>Experience</b> <ol style="list-style-type: none"> <li>1. Demonstrable experience of working in a HR department in a HR Advisory based role.</li> <li>2. Demonstrable experience in advising and supporting managers in effectively and efficiently managing sickness absence, capability, disciplinary, grievance, flexible working and other employee relations matters to an appropriate conclusion.</li> <li>3. Experience of delivering advice, coaching and training to managers and senior leaders.</li> <li>4. Experience of effective supervision or line management/of a colleague(s) through a supportive and development approach.</li> <li>5. Experience of working within a role in the Education/Multi-Academy Trust sector.</li> </ol>	<p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">D</p>
<b>Knowledge</b> <ol style="list-style-type: none"> <li>1. Knowledge of best practice generalist human resource management theory and practice including recruitment, attendance management, employee relations, wellbeing, training, development and engagement.</li> <li>2. Up to date knowledge of employment legislation and how to apply this practically.</li> <li>3. Up to date knowledge of the General Data Protection Regulation and how to apply this practically.</li> <li>4. Up to date knowledge of Safeguarding legislation and how to apply this practically</li> <li>5. Up to date knowledge of education sector specific terms and conditions and legislation.</li> </ol>	<p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">D</p> <p align="center">D</p>

<p><b>Skills and Abilities</b></p> <ol style="list-style-type: none"> <li>1. To work with an outward mindset and ensure helpfulness in your approach to finding solutions.</li> <li>2. The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome.</li> <li>3. Effectively able to risk assess situations to provide practical answers.</li> <li>4. The ability to deliver excellent customer service, work with professional confidence, integrity and consistency to maintain trust and assurance in the reputation of the HR service and trust.</li> <li>5. Excellent communication skills with a strong ability to present information to others in an appropriate, structured, clear and concise way.</li> <li>6. Strong interpersonal skills including active listening and showing compassion, and emotional intelligence in communication.</li> <li>7. Excellent ability to work accurately and with attention to detail.</li> <li>8. The ability to use strong judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred or escalated.</li> <li>9. Excellent ability to independently plan, organise and prioritise a busy workload and achieve deadlines personally and across the team.</li> <li>10. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or difficult situations.</li> <li>11. Ability to be resilient in response to challenge to secure successful outcomes.</li> <li>12. Strong analytical and interpretative skills.</li> <li>13. Excellent IT skills Microsoft Office at an excellent level.</li> <li>14. Dealing with matters with respect, confidentially and sensitivity.</li> <li>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.</li> </ol>	<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>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><b>Other Attributes</b></p> <ol style="list-style-type: none"> <li>1. Possess a driving licence and car to be able to travel between the different Academies within the Multi Academy Trust.</li> </ol>	<p>E</p>

2. Evidence of continued professional development	E
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