

PERSON SPECIFICATION TRUST HR AND PAYROLL LEAD

* Evidence – A - Application Form - I Interview - R Reference

	Essential or Desirable	Evidence *
Qualifications & Training		
Educated to Degree level or equivalent, or relevant extensive experience	E	A
Membership of the Chartered Institute of Personnel and Development (CIPD) or willingness to work towards	D	A
Evidence of and commitment to ongoing professional development	E	A
Full UK driving license and access to a vehicle with business insurance to travel between Trust sites	E	A
Experience, knowledge and understanding		
Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Recent and relevant experience at level appropriate to the post that evidences the ability to lead and manage HR and Payroll services	E	A/I
Evidence of successful work at a level appropriate to the post within Education	E	A/I
Experience in managing HR and payroll across multiple sites	D	A/I
Experience In organising events	E	A/I
Experience of commissioning services from third parties and managing relationships with suppliers and contractors	E	A/I
Experience of managing competing priorities and working to tight timescales	E	A/I
Experience in implementing or transitioning to new HR/payroll systems	D	A/I
Experience of handling difficult situations and conversations successfully with discretion, tact and confidentiality at all times	E	A/I
Personal Skills, Abilities and Competencies		
Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Experience in managing HR, with up to date knowledge of employment law, best practice and safeguarding legislation	E	A/I
Ability to translate strategic goals into operational plans	E	A/I
Organisational and administrative skills	E	A/I
Experience of using HR information system	E	A/I
The ability to contribute to corporate strategy and policy development	E	A/I
Personal Qualities		
Innovative thinker with attention to detail	E	A/I/R
Customer-focused and committed to service excellence	E	A/I/R
Excellent interpersonal and communication skills, with the ability to engage effectively with senior stakeholders, clients, and diverse user groups, both verbally and in writing	E	A/I/R
Self-motivated with strong time and task management	E	A/I/R
Reflective and receptive to feedback	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I
Commitment to equality, diversity and inclusion	E	A/I
Application		
Well-written and accurate application form with relevant experience	Y	A
Supporting Statement which addresses person specification, evidence in application and supporting information	Y	A
High standards of grammar, spelling and writing	Y	A