

## Person Specification

**Job Title: Human Resources Officer**

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of statutory requirements and legislation relating to employment law	✓	
Knowledge of STP&CD and NJC pay and conditions		✓
<b>Qualifications</b>		
Membership of the CIPD and qualified to Level 5, Intermediate Certificate in HR Management	✓	
Membership of the CIPD and qualified to Level 7, Advanced Diploma in HR Management		✓
Degree		✓
Minimum of five GCSEs (or equivalent) at a minimum of Grade C including Mathematics and English	✓	
Full Drivers' Licence	✓	
Willingness to participate in training and development opportunities	✓	
<b>Experience</b>		
Substantial HR experience	✓	
HR experience in education		✓
Experience of managing complex case work including disciplinary, absence management, grievance, capability etc.	✓	
Experience of TUPE transfers		✓
Experience of working with local and national conditions of service for teachers and support staff		✓

Experience of working with trade unions	✓	
A confident user of Microsoft Office and experience of HR management information systems	✓	
<b>Skills</b>		
Ability to build and form good relationships with colleagues and other professionals	✓	
Excellent verbal and written skills	✓	
Ability to absorb a wide range of information and deal with confidential issues	✓	
Ability to follow procedures, pay attention to detail and produce accurate work	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations	✓	
Ability to manage demanding and at times, conflicting workloads	✓	
Ability to explain information clearly and simply to a range of audiences	✓	
Excellent interpersonal skills	✓	
Be able to maintain confidentiality, acting in a professional manner at all times	✓	
Ability to work as part of a team	✓	
Promote positive behaviour through own actions and attitude	✓	
A commitment to on-going personal development and willingness to undertake appropriate training	✓	
Ability to drive with confidence to enable working at all the academies within the Trust	✓	