

Person Specification

HR Manager



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> • A minimum of five GCSEs (or equivalent) including English and Mathematics at grade C/4 or above • Educated to degree level or academic/working equivalent • CIPD qualification 		A, D
Experience	<ul style="list-style-type: none"> • Practical experience in a generalist HR environment • Experience of effectively providing advice and guidance to senior management for employee relations cases • Experience of successfully managing formal employee relations cases • Substantial experience of monitoring and managing staff absence • Experience of recruitment and selection • Experience of using HR information systems or databases 	<ul style="list-style-type: none"> • Experience in managing investigations i.e. Disciplinary investigations • Previous experience working in an educational environment • Experience of line managing and supervising HR professionals • Practical experience of TUPE and the relevant processes and legislation around this area • Experience of managing restructure and redundancy processes • Experience of designing and delivering training • Experience of producing and reviewing policies and assessing and improving HR systems and processes • Experience of working in an organisation operating over multiple sites • Experience of working with the trade unions or within a unionised environment • 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> • Awareness of effective recruitment procedures and best practice • Up to date knowledge of employment law • Excellent numeracy and literacy skills • Outstanding computer literacy (Microsoft Office) • Excellent written and verbal communication skills, with the ability to relate to a wide range of audiences • Ability to liaise positively with staff and be customer focussed with a professional and friendly manner • Strong problem-solving skills, with the ability to resolve complex issues effectively and efficiently. • Ability to organise, lead and motivate other staff 	<ul style="list-style-type: none"> • Knowledge of Safer Recruitment • An understanding of the HR/workforce issues facing education and the wider public sector • Knowledge of national and local terms and conditions of employment relating to schools including STPCD, Conditions of Service for School Teachers in England and Wales (burgundy book), and NJC Local Government Terms and Conditions (green book) • Professional presentation skills 	A, I, R, D

	<ul style="list-style-type: none"> • The ability to work strategically and to seek and implement creative solutions 		
Personal Attributes	<ul style="list-style-type: none"> • Team player with the ability to coach and support colleagues • Pro-active and positive approach to change and continuous improvement • Ability to prioritise, multitask and balance a demanding and variable workload • Highly motivated • Strong skills in analysis, risk management and impact evaluation with the ability to review and improve practice continuously • Excellent organisation skills with attention to detail and a high level of accuracy • Ability to work under pressure and to deadlines • Commitment to safeguarding and promoting the welfare of young people 		I, R
Other Requirements	<ul style="list-style-type: none"> • The ability to drive 		I, A, D

**Assessment Method – details how the criteria will be assessed*

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This post is subject to references and an Enhanced DBS disclosure check including the Barred Lists.