

Person Specification

People and Culture Business Partner

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Professional Human Resources Qualification CIPD Level 5 or above, or equivalent by experience 	✓		Q
<ul style="list-style-type: none"> Experience of supporting on significant employment issues 	✓		Q/R/I
<ul style="list-style-type: none"> Experience of dealing with complex casework, including disciplinaries and grievances 	✓		Q/R/I
<ul style="list-style-type: none"> Experience of delivering a comprehensive HR service across all areas of the employee life-cycle 	✓		Q/R/I
<ul style="list-style-type: none"> Knowledge and experience of introducing employment related policies within an organisation 	✓		Q/R/I
<ul style="list-style-type: none"> Experience with dealing or supporting with organisational change projects 	✓		Q/R/I
<ul style="list-style-type: none"> Experience supporting with the delivery of HR/People & Culture strategy across a medium to large organisation 		✓	Q/R/I
<ul style="list-style-type: none"> Experience of dealing with TUPE 		✓	Q/R/I
<ul style="list-style-type: none"> Experience of working in a school or public sector HR/People & Culture function 		✓	Q/R/I
Skills and Knowledge	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Excellent time management, organisational and administrative skills 	✓		A/R/I
<ul style="list-style-type: none"> Up to date knowledge of employment legislation 	✓		A/R/I
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 	✓		A/R/I
<ul style="list-style-type: none"> Excellent IT skills with a range of software 	✓		A/R/I
<ul style="list-style-type: none"> Ability to produce clear and well-formatted documents 	✓		A/R/I
<ul style="list-style-type: none"> Ability to work with tact and diplomacy and maintain confidentiality 	✓		A/R/I
<ul style="list-style-type: none"> Ability to work under pressure, to prioritise and meet deadlines 	✓		A/R/I
<ul style="list-style-type: none"> Thoroughness and excellent attention to detail 	✓		A/R/I
<ul style="list-style-type: none"> Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓		A/R/I

<ul style="list-style-type: none"> Detailed knowledge of pay and conditions for teachers and local government staff employed within a multi-academy trust 		✓	A/R/I
Personal	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Commitment to the safeguarding of children and following relevant policies 	✓		A/R/I
<ul style="list-style-type: none"> High expectations of self and others 	✓		A/R/I
<ul style="list-style-type: none"> The ability to work to tight deadlines and under pressure 	✓		A/R/I
<ul style="list-style-type: none"> A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓		A/R/I
<ul style="list-style-type: none"> Ability to show compassion 	✓		A/R/I
<ul style="list-style-type: none"> Ability to ensure confidentiality 	✓		A/R/I
<ul style="list-style-type: none"> Resilience and determination 	✓		A/R/I
<ul style="list-style-type: none"> Self-motivated and able to take the initiative 	✓		A/R/I
<ul style="list-style-type: none"> Approachable 	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications