

Person Specification

Job Title: HR Business Partner		
	Essential	Desirable
Education and Training		
A Chartered member of the CIPD	√	
CIPD recognised HR qualification level 5 or above	√	
Evidence of commitment to continuous professional development	√	
Professional and Experience		
Demonstrate evidence of substantial HR experience with a customer facing, multi-site environment	√	
Experience of managing complex employee relations issues to reach satisfactory outcomes	√	
Experience of leading on organisational change activities eg. restructures, TUPE		√
Proven experience of supporting the development and delivery of HR strategies and delivering associated action plans	√	
Knowledge and Skills		
Demonstrate up to date knowledge of employment legislation and best practice	√	
Knowledge of HR systems and their effective application	√	
Knowledge of education sector		√
Ability to coach, develop and advise managers in all aspects of operational HR	√	
Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others	√	
Able to plan and manage a busy workload	√	
Able to find solutions and make rational, well informed and pragmatic decisions	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Ability to coach, train and develop others	√	