

Personal Specification: Human Resources Manager

	Essential	Desirable	Source
Education and Qualifications			
Relevant HR qualification e.g. CIPD and/or significant current experience	✓		A
Good general level of education with GCSE or equivalent in English and Mathematics – literate and numerate	✓		A
Willingness and ability to undertake further training, development and qualifications	✓		A I
Member of the Chartered Institute of Personnel and Development		✓	A I
Experience			
Understanding of Human Resources process, procedures and policies	✓		A I R
Minimum of 3 years' experience in a comprehensive Human Resources role within a medium/large employer	✓		A I R
Recent and successful experience of leading staff teams	✓		A I
Successful experience of change management within a multi-site employer	✓		A I
Experience of working with Trade Unions and presenting employers at JCNC	✓		A I
Experience of leading and guiding colleagues through multi-employer TUPE process.	✓		A I
Experience of terms and condition harmonisation across a multi-site and/or complex operating environment	✓		A I
Experience of developing and implementing policies and procedures within an organisation with multiple sets of varying terms and conditions of employment	✓		A I
Skills, Abilities & Competencies			
Excellent organisational & prioritisation skills able to handle multiple tasks to a high standard and deliver work	✓		A I R
Excellent time management skills and ability to remain calm and focussed under pressure	✓		A I
Ability to work in an organised and methodical manner	✓		A I R
Ability to maintain accurate records and controls	✓		A I R
Ability to be flexible and respond effectively to the 'unexpected'	✓		A I
Excellent interpersonal skills with ability to communicate with a range of audiences internally and externally	✓		A I R
Develop and maintain good relationships	✓		A I R
Knowledge & Understanding			
Knowledge of employment law and education sector guidance and statutory requirements	✓		A I R
Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding within an education setting	✓		A I R

A = Application, I = Interview, R = References

	Knowledge of Equal Opportunities and Human Rights legislation	✓		AIR
	Knowledge of Data Protection legislation, including GDPR	✓		AIR
	Knowledge of sector pay and conditions frameworks, payroll provisions and pensions	✓		AIR
Personal Qualities				
	Enthusiasm and personal drive	✓		AIR
	Initiative; common sense and a positive approach	✓		AIR
	Resilient and responds well to pressure, deadlines, interruptions and conflicting demands	✓		AIR
	Management and organisational skills	✓		AIR
	Ability to work in collaboration with others and improve the work of the team	✓		AIR
	Demonstrate a professional attitude at all times	✓		AIR
	Committed to respecting, upholding and contributing to the Trust's distinctive ethos as a Catholic Trust	✓		AIR
	High standards of professionalism and confidentiality. Values the dignity of every person and is committed to treating everyone with respect.	✓		AIR