



HR Advisor (School Support Team) – Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge, skills and experience	A good standard of education including literacy and numeracy at level 2 or above (or equivalent)	✓		A & C
	CIPD L5 qualification (or equivalent)	✓		A & C
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A & I
	Up to date working knowledge of employment law	✓		I
	Knowledge of relevant national terms and conditions and their local application.		✓	A & I
	Experience of managing (investigating and resolving) sensitive employee relations issues, including developing and maintaining positive, healthy relationships with trade union partners.	✓		A & I
	Experience of analysing, interpreting and utilising workforce data to enable evidence-based decisions to be made	✓		I & T
	Knowledge of recruitment and selection tools and techniques	✓		A & I
	Experience of working in a stakeholder focused environment, responding to stakeholder's quickly, accurately and professionally	✓		A & I
	Experience of using databases to record and manipulate data with the ability to learn how to use new systems quickly	✓		A & I
	Experience of coaching and mentoring others, particularly managers and leaders		✓	A & I
Personal and interpersonal	Persuading and influencing Makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self and others; manages conflict; makes effective use of political processes to influence and persuade others.	✓		I
	Applying expertise Applies specialist expertise; develops job knowledge and expertise through continual professional development; shares expertise and knowledge with others; uses technology to achieve work objectives; demonstrates an understanding of different organisational departments and functions.	✓		I
	Analysing Analyses numerical, verbal data and all other sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be a part of a much larger system.	✓		I
	Writing & Reporting Writes clearly, succinctly and correctly; writes convincingly in an engaging and expressive manner; avoid the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.	✓		I
	Supporting and Co-operating Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	Adapting and Coping Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles feedback well and learns from it	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task