

SENIOR HUMAN RESOURCES ADVISER

Person Specification

QUALIFICATIONS/EXPERIENCE

1. Chartered Institute of Personnel and Development qualification or equivalent.
2. Significant, successful experience of generalist Human Resources work, including supporting managers, preferably in an educational environment.
3. Awareness of issues relating to people with learning difficulties, and willingness to work alongside students who may communicate through challenging behaviour.

ABILITIES, SKILLS & KNOWLEDGE

4. Able to operate at a senior level, advising and informing colleagues at all levels on policy, procedure and legislation relating to HR and tackling difficult and sensitive issues.
5. Sound knowledge of legislation and good practice relating to Child Protection and Safeguarding of Vulnerable Adults.
6. Specialist knowledge of either Local Government or School/Academy conditions of employment (this may be gained after employment).
7. Commitment to the promotion of Equality and Diversity.
8. Excellent organisational skills, in order to manage work to meet deadlines and ensuring accuracy.
9. Ability to manage, coach, develop and supervise staff.
10. Excellent communication skills, including written skills.
11. Good ICT skills, including the use of Word, Excel and PowerPoint and HR systems to produce reports, policies and procedures, formal correspondence and statistical data.
12. Highly numerate to ensure accuracy of pay and holiday calculations etc.