

**Hatton Academies Trust**

**Person Specification**

**Post Title: HR Manager**

**Education and Qualifications**

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| **Essential Criteria** | **Desirable Criteria** |
| Level 2 (or equivalent) in English and Maths  Educated to degree level or equivalent  CIPD Level 5 qualification or equivalent experience in HR management  Aspirations to attain CIPD Level 7 or equivalent postgraduate qualification  A record of recent continued professional development in HR Management / Employment Law | Degree in HR Management  Level 7 qualification in HR / People Management |

**Knowledge / Skills / Experience**

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| **Essential Criteria** | **Desirable Criteria** |
| Proven recent experience of leading an efficient and effective HR service.  Strong leadership skills with the ability to lead, support, develop and motivate staff as well as hold difficult conversations with diplomacy.  Exceptional interpersonal skills with the ability to quickly establish trust with staff and maintain strong working relationships at all levels.  Calm and confident demeanour with the ability to remain composed and make effective decisions whilst dealing with conflict and emotionally charged situations  A sound current working knowledge of Employee Relations policies and procedures (e.g. disciplinary, grievance, capability, performance management, absence management etc.)  A good understanding of employment law and employment rights, including employment tribunal processes and ACAS Codes of practice.  A strong moral compass, with solid ethics and the ability to make sound judgements within the ‘Seven Principles of Public Life’  Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy and discretion.  A strong working knowledge of, and the ability to apply data protection principles to HR data and information.  IT-literate with practical experience of HRIS and ATS use. Capable of developing into the Trust expert user on HR systems.  The ability to identify work priorities and proactively manage own workload and others’ to meet deadlines.   Excellent communication skills, both verbal and written  A self-starter, able to work using own initiative both independently and as part of a team | Previous recent HR Management experience in the public sector.  Previous recent experience of strategic HR policy development  Knowledge and experience of alternative resolution processes, such as mediation as a tool for resolving workplace conflict  Knowledge of safeguarding responsibilities within an education environment and ‘Keeping Children Safe in Education’.  Experience of using SAMPeople and/or SAMPeople Recruit. |

**Attitude**

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| **Essential Criteria** | **Desirable Criteria** |
| Approachable and supportive, able to provide advice and guidance to managers and staff as required.  Reliable and flexible in order to maintain the consistency of expectations and meet standards and deadlines.  Naturally enthusiastic and a positive role model  Resilient with a good sense of humour  Demonstrate an awareness and understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.  Commitment to delivering a first-class service to internal and external customers.  Willingness to undertake training and personal development.  Suitable to work with children (*this is* *a requirement for all Trust staff, whether or not the specific role is student-facing*).  Able to travel between sites to attend meetings. |  |