

Job Specification

HR Advisor		Essential	Desirable	How Assessed
Education and Qualifications				
	5 GCSEs at grade 4 or above, including English and Maths.	✓		A
	Level 3 qualification in a relevant subject.	✓		A
	CPP.		✓	A
	Part CIPD and willingness and ability to complete CIPD (level 5).		✓	A I
	Graduate member CIPD.		✓	A I
Experience				
	HR within the education sector.		✓	A I R
	Supporting managers with long and short-term absences cases and organising occupational health reports.	✓		A I
	Job evaluation within the public sector.		✓	A I
	Supporting and advising managers with disciplinary, performance, grievance and absence cases including attendance at panel meetings to advise and guide outcomes.	✓		A I R
	Advising on Flexible Working Requests.	✓		A I
	Drafting correspondence on behalf of managers for employee life cycle events and formal people management processes.	✓		A R
	Designing and drafting guidance and training resources for managers.	✓		A R
	Delivery of line management training.		✓	A I R
	Change management processes.		✓	A I
	Working with Trade Unions.	✓		A I
	TUPE processes.		✓	A I
	Advising and interpretation of terms and conditions of employment.	✓		A I
	Developing and implementing policies and procedures within an organisation with diverse job groups and terms and conditions of employment	✓		A I
	Maintaining HRIS systems and running reports to produce KPIs.	✓		A I
Skills, Abilities & Competencies				
	Organisational, prioritisation skills in completing multiple tasks with attention to detail and accuracy.	✓		A I R
	Analytical in interpreting staff data and information. Identifying patterns, trends, and potential actions to ensure people issues are monitored and managed in accordance with approved policies and procedures.	✓		A I
	Coaching skills to inspire and enable managers to manage their staff.	✓		A I
	Resilient and can manage conflicting priorities whilst meeting deadlines/statutory timescales.	✓		A I

	Microsoft Forms, Word, Excel, and PowerPoint.	✓		A
	Effective communication and presentation skills and can adapt these, both written and verbally to appropriate stakeholder audiences both internal and external.	✓		A I
Knowledge				
	Current employment law and its application within the workplace.	✓		A I
	Safeguarding.	✓		A I
	Principles of Equal Opportunities and its application in the workplace.	✓		A I
	GDPR in the context of employment.	✓		A I
General				
	Full driving license, access to a car and willingness to travel to all schools within the Trust's geography.	✓		A
	Discretion, professionalism, and diplomacy.	✓		A I R
	Reliable and a supportive team member willing to assist colleagues to meet deadlines and cover each other's leave.	✓		A I R
	Can build and maintain effective working relationships with school and central team colleagues and work collaboratively.	✓		A I
	Can influence and challenge appropriately.	✓		A I
	Can work autonomously with limited supervision.	✓		A I
	Committed to continuous improvement.	✓		A I
	Committed to ensuring diversity and inclusion.	✓		A I
	Committed to ensuring the health and safety of self and others.	✓		A I

A = Application form

I = Interview

R = References