

Person Specification – HR Director

The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.

	Essential	Desirable
Qualifications / Training	<p>Management/degree qualification or equivalent experience</p> <p>CIPD qualification at Level 7</p>	
Relevant Experience	<p>Experience of working in an HR Manager role</p> <p>Ability to act as a Business Partner to senior and line managers</p> <p>Proven ability to manage service delivery</p> <p>Effectively conducting Appraisals and Performance Management meetings</p> <p>Liaising with legal advisors and sourcing advice and information from external partners</p> <p>Developing, updating and implementing HR policies and procedures including safeguarding policies</p> <p>Experience of managing and delivering organisational change e.g. TUPE, managing redundancies etc.</p> <p>Proven, excellent ability to manage projects and tasks with conflicting priorities and timescales</p> <p>Implementing process improvements and process reengineering</p>	<p>Experience of working in a HR role within the Education sector.</p> <p>Experience of providing HR support in an organisation where there are professional and support grades</p> <p>Experience of working in a customer focused environment</p> <p>Knowledge of the Local Government and National education system</p> <p>Working knowledge of Safer Recruitment and the Disclosure and Barring Service checks</p> <p>Experience of working with Trade Unions</p> <p>Experience with project budgeting and control</p>
Skills and aptitudes	<p>Excellent verbal and written communication skills; high level of literacy and comprehension</p> <p>Sensitive and emotionally literate negotiation skills</p> <p>Excellent IT skills i.e. Outlook & MS Office</p> <p>Strong and effective communicator</p>	<p>Use of Publisher, Visio, MS Project, Web publishing</p>

	<p>Confident decision maker</p> <p>Excellent planning, prioritization and organisation skills</p>	
Behaviours/Attributes	<p>Flexible and enthusiastic approach to work</p> <p>Resilient; works well and thrives under pressure</p> <p>Diplomatic, tactful and discreet</p> <p>Excellent attention to detail</p> <p>Positive “can do” attitude</p> <p>Advocate for change</p> <p>Ability to develop excellent internal and external relationships</p> <p>Committed to Summit Learning Trust aims</p> <p>Committed to the promotion of Equality and Diversity</p> <p>Committed to own continuing professional development</p>	
Special Requirements	<p>Enhanced DBS clearance</p> <p>Compliance with all School and Trust policies</p> <p>Safeguarding and promoting the welfare and success of all students and young people.</p> <p>The implementation of equal opportunities practice.</p> <p>Promoting the stated aims and policies.</p>	
Other	<p>Use of own transport or the ability to effectively travel between Academies as required</p> <p>Willingness to travel as required</p>	