

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Qualifications	Essential	Desirable	Evidence
CIPD Level 5 HR Qualification or equivalent	Y		Application form
Educated to degree or relevant equivalent professional qualification/experience	Y		
Knowledge and understanding			
A commitment to the vision and values of the Trust, alongside a collaborative and effective partnership working style to enable you to fulfil this role.	Y		Application form Interview References
Knowledge of people planning and development processes which link internal resources to recruitment strategies		Y	
Ability to set and manage objectives and targets	Y		
A clear understanding of Business planning and/or project management	Y		

A practical knowledge of change management processes	Y		
Knowledge of schools / academies sector		Y	
Ability to demonstrate a good understanding of Equality and Diversity law	Y		
Understands relevant employment law, regulations and policy affecting people management practice	Y		
Understands workforce planning, and use of talent pipelines to meet current and future academy/trust requirements		Y	
Skills and Experience			
Experience of dealing with and building effective relationships with trade unions.		Y	Application form
Significant experience of supporting managers in all areas of people matters, including recruitment, disciplinary, grievance, absence, sickness, restructures and redundancies.	Y		Interview
Experience of working within a customer focused environment with the ability to establish good working relationships with a variety of people e.g., senior leaders, job applicants, staff members.	Y		References

Experience of dealing with high-level people issues and how their management can both positively and negatively impact the trust's performance and culture	Y		
Effectively communicate and challenge at senior and external stakeholder level	Y		
Promotes and embeds a culture founded in the principles of Value for Money.		Y	
Is aware of what drives performance and reward and its impact on budget		Y	
Is skilled in the role and importance of research/best practice in policy formulation.		Y	
Experience of policy making mechanisms at trust, local and national levels particularly as they relate to education delivery		Y	
Has experience of duties placed on individuals by health and safety regulations, and consequences of failure to meet those duties.		Y	
Core			
The post holder will be subject to an enhanced Disclosure & Barring Service check	Y		Pre employment checks

Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	Y		
Prior to confirming an appointment to the Trust, two satisfactory references will need to be received.	Y		
Able to work flexibly including regular travel across the Trust according to the needs of the role	Y		
Commitment to the safeguarding and welfare of all pupils/students and providing equality of opportunity	Y		Application Interview References
Up to date knowledge of GDPR	Y		
Shows commitment to a supportive, coaching culture.	Y		

Demonstration of AtC values of Achieve, Belong Collaborate

Achieve: ability to review existing systems, identify new opportunities and ways of working, implement and continuously evaluate	Y	
Belong: ability to foster good working relationships with colleagues at all levels. Ability to motivate colleagues to understand the importance of HR and People led strategies.	Y	

Collaborate: ability to lead by example, setting high standards for self and others. Be able to influence and persuade others to complete routine and non-routine work independently.	Y	
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