

PERSON SPECIFICATION

Deputy Director of Human Resources – HR Services

	Assessed by:		
	Essential / Desirable	Application form/ references	Interview/ task
EDUCATION AND QUALIFICATIONS			
Degree and/or a professional qualification (in an appropriate discipline), or appropriate professional experience relevant to the post	E	✓	
Membership of the CIPD	E	✓	
Evidence of Continuing Professional Development	E	✓	
KNOWLEDGE AND EXPERIENCE			
Demonstrable experience of developing and managing a pro-active, customer focused HR services team	E	✓	✓
Track record of managing the development and delivery of proactive and customer focussed HR services, in relation to : <ul style="list-style-type: none"> - recruitment and resourcing (including issuing compliant contractual documentation) - induction and on boarding - learning and development - appraisal - employee relations issues - change processes 	E	✓	✓
Knowledge of recruitment and resourcing best practice	E	✓	✓
Practical experience of training and mentoring managers and staff	E	✓	✓
Experience of proactively managing and advising on complex employee relations cases and issues	E	✓	✓
Comprehensive practical experience of the use of established change management techniques and best practice when managing change processes such as TUPE, restructure and redundancy	E	✓	✓
Experience in policy and procedure development and implementation	E	✓	✓
Knowledge of mandatory HR reporting requirements in education settings	D	✓	
In-depth knowledge and understanding of current employment law regulations, statutory guidance and best practice	E	✓	✓
Knowledge and understanding of statutory guidance and best practice that impacts on HR service delivery in schools	D	✓	✓
Demonstrable experience of working in a unionised environment including consulting and negotiating with Trade Unions	E	✓	✓
Proven experience in a line management role	E	✓	

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Practical experience of working across multiple sites	E	✓	
Experience of working in a Multi Academy Trust or other education setting	D	✓	
ABILITIES AND SKILLS			
Excellent written and verbal communication skills with the ability to present technical data confidently to other professionals and non-professionals	E	✓	✓
The ability to capture, analyse and interpret complex data	E	✓	✓
Ability to prioritise, plan and organise with meticulous attention to detail	E	✓	
Ability to think strategically and creatively	E	✓	✓
Effective time management able to successfully work to tight deadlines and manage multiple projects simultaneously	E	✓	✓
Capable of taking responsibility and working on own initiative	E	✓	✓
Skilled in consulting, negotiating and working to find solutions, particularly in relation to Trade Unions	E	✓	✓
Good interpersonal skills, able to influence key stakeholders and to inspire confidence with the Trust Board and Executive Team	E	✓	✓
Strong IT skills with capacity to implement and operate new systems and software	E	✓	
Working knowledge of MS Office suite of applications, including Word, Excel and MS Teams	E	✓	
PERSONAL QUALITIES AND ATTRIBUTES			
Demonstrates integrity, confidence and self-motivation.	E	✓	✓
Strong belief in the Trust's vision and values	E	✓	✓
Commitment to support the Trust's agenda for safeguarding and promoting the welfare of all children and young people	E	✓	✓
Commitment to support the Trust's agenda for equality and diversity	E	✓	✓
Supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	E	✓	✓

ADDITIONAL REQUIREMENTS (Additional individual requirements essential to the role that must be met. These will be assessed by carrying out relevant checks at appropriate stages in the recruitment and selection process).	
Satisfactory Enhanced Disclosure and Barring Service check.	E
Confirmation that the applicant is not on the Children's Barred List.	E
Confirmation that the applicant is not subject to a section 128 direction (section 128 check). A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school, including academies and free schools.	E
Satisfactory medical clearance.	E
Proof of qualifications.	E
A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment). (In terms of the use of references to assess criteria in the person specification this means that we will use references to validate information provided by an applicant as part of the recruitment and selection process in relation to the requirements of the job).	E
Proof of identity.	E
Right to work in the UK.	E
In addition to the above requirements, where an applicant has lived or worked outside the UK, the following may be required; Satisfactory appropriate overseas checks, including satisfactory overseas criminal record(s) check(s), subject to availability/provision of the information requested from the relevant country.	E