

PERSON SPECIFICATION		
<b>Job Title:</b> HR Advisor - Schools  <b>Service:</b> Human Resources	<b>Post No:</b>  <b>Division:</b> HR Operations	<b>Grade:</b> Band D  <b>Location:</b> Auxilium House/Home – Hybrid Working
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	<b>Method of Assessment*</b>
<b>Experience</b>	<p>Evidenced experience of advising on a range of HR issues including disciplinary, grievance, capability, redundancy and TUPE.</p> <p>Evidenced experience of managing complex employee relations cases.</p> <p>Experience of providing advice on – Green Book, Burgundy Book, The School Teachers’ Pay and Conditions Document, School Staffing Regulations, School Governance</p> <p>Experience of working with or evidence of capability to work with Schools in a HR capacity</p> <p>Experience of delivering training sessions relevant to employment.</p> <p>Experience of working within a Unionised environment</p> <p>Experience of project working</p> <p>Experience of working with confidential and/or sensitive information.</p>	

<p><b>Skills and Abilities</b></p> <p><i>Including personal attributes</i></p>	<p>Good interpersonal and customer skills.</p> <p>Effective communication skills (both written and verbal).</p> <p>To create and build effective working relationships with a range of clients, to ensure professional credibility and excellent customer care.</p> <p>Experience and/or understanding of delivering and managing customer expectations associated with Service Level Agreements</p> <p>Experience of facilitation in a range of settings</p> <p>Able to analyse, assess and make decisions often in challenging environments.</p> <p>Tactful and diplomatic approach.</p> <p>Ability to work on own initiative.</p> <p>An ability to understand and apply guidance and procedural documents.</p> <p>Able to demonstrate a good understanding of employment law and its applications within a HR environment.</p> <p>Good team worker.</p> <p>Flexible approach.</p> <p>Ability to organise a busy workload effectively, managing and delivering a challenging work agenda.</p> <p>Computer literate with a good working knowledge of Microsoft Office software applications and</p>	
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	<p>HR information systems such as Business World / Unit4.</p> <p>Excellent time management, able to juggle conflicting priorities.</p>	
<p><b>Qualifications and Training</b></p> <p><i>including professional qualifications</i></p>	<p>2 'A' level passes or equivalent</p> <p>Part/fully CIPD qualified to level 5 or equivalent experience and evidence of continuous professional development.</p>	
<p><b>Other Factors</b></p> <p><i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>Full UK driving license,</p> <p>Own car with insurance for business use.</p> <p>Ability to travel to customer locations both within and outside Herefordshire.</p> <p>A commitment to giving high quality advice, information and support service to customers.</p> <p>A willingness to work flexibly with other team members to meet work priorities.</p> <p>The post holder will be required to undertake some occasional evening work to support customers.</p>	
<p>Line Manager Signature:</p> <p>Date:</p>		