



## PERSON SPECIFICATION

### Job information as shown on organisation chart

<b>Job Title:</b> HR Advisor - Schools			<b>Post No:</b>			<b>Grade:</b> Band D		
<b>Service:</b> Human Resources			<b>Division:</b> HR Operations			<b>Location:</b> Nelson 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>			Evidenced experience of advising on a range of HR issues including disciplinary, grievance, capability, redundancy and TUPE.  Evidenced experience of managing complex employee relations cases.  Experience of providing advice on – Green Book, Burgundy Book, The School Teachers' Pay and Conditions Document, School Staffing Regulations, School Governance  Experience of working with or evidence of capability to work with Schools in a HR capacity  Experience of delivering training sessions relevant to employment.  Experience of working within a Unionised environment  Experience of project working  Experience of working with confidential and/or sensitive information.					

<p><b>Skills and Abilities</b> <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 HR information systems such as Business World / Unit4.</p> <p>Excellent time management, able to juggle conflicting priorities.</p>	
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<b>Qualifications and Training</b> <i>including professional qualifications</i>	2 'A' level passes or equivalent  Part/fully CIPD qualified to level 5 or equivalent experience and evidence of continuous professional development.	
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Full UK driving license,  Own car with insurance for business use.  Ability to travel to customer locations both within and outside Herefordshire.  A commitment to giving high quality advice, information and support service to customers.  A willingness to work flexibly with other team members to meet work priorities.  The post holder will be required to undertake some occasional evening work to support customers.	
Line Manager Signature:  Date:		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

August 2023

