



HR Business Partner - PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent OR experience of at least 2 years at an advisory level within a HR function CIPD Level 5, or working towards Full driving license and own transport 		Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none"> Experience of employee relations issues, e.g., disciplinary, sickness, grievance etc Up to date knowledge of employment legislation and good practice Experience of using all Microsoft Office applications and computerised personnel systems 	<ul style="list-style-type: none"> Experience of working in education and/or public sector 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Ability to use own initiative to interpret policies, procedures and situations in order to identify pragmatic solutions or recommendations Managing difficult situations and working with those involved to find solutions Ability to communicate effectively and confidently to a range of audiences Organised with the ability to meet tight deadlines Excellent written and verbal communication skills Decisive and acts promptly under pressure Flexible and positive manner, being adaptable to changing work patterns Ability to work alone, and be part of a team and be self-motivated Ability to manage a substantial workload and prioritise effectively 	<ul style="list-style-type: none"> Proactive approach to training and development 	Application Form Interview
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure

