



FINHAM PARK  
MULTI ACADEMY TRUST

### HR ADVISOR - PERSON SPECIFICATION

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

