

## Person specification- HR Manager

Shires MAT is a values driven organisation where Nurture, Equity, Service and Wisdom guide our provision as a Trust. Whilst these values act as an overarching guide across our organisation, each school remains unique, and each context has its own set of school values to support pupils in their learning and development. All staff within the MAT follow an appraisal and development approach linked to NESW and as such it is essential staff members understand and enable the values to permeate through their approaches to staff, pupils and the wider community.



**Criteria** - These will be assessed through application, interview, references, activities, and presentations

We recognise that individuals working in HR management come from many different sectors and are keen to hear from anyone working inside or outside of education.

	Required	Desirable
<b>Education, Training &amp; Qualifications</b>		
Undergraduate degree (or equivalent) with evidence of personal development		x
CIPD level 5 or above or equivalent formal HR qualification	x	
<b>Experience</b>		
Minimum of 3 years experience of working within HR Management	x	
Experience of managing a team and leading transformational change at a senior level	x	
Experience in supporting all areas of the HR function as outlined in the job description	x	
Experience of working in a multi academy trust and / or experience of working across multiple sites		x
Experience of mentoring and developing staff	x	
<b>Skills</b>		
Evidence of active continuous professional development and up to date knowledge of current HR legislation	x	

An in depth understanding of national terms and conditions of services and education legislation that impact on employment of staff in academies / schools		X
Ability to adapt a flexible approach to meet the needs of the Trust	X	
Ability to use information technology and digital systems to design efficient management and reporting systems	X	
Demonstrate diplomacy, empathy, trust and confidence	X	
<b>Values &amp; Personal Style</b>		
A pragmatic style of leadership that can balance competing priorities sensitively and demonstrates trust values linked to nurture, equity, service and wisdom	X	
A good listener who can build coalitions amongst individuals who disagree	X	
Resilience and adaptability in managing competing priorities, Commitment to professional growth and continuous learning	X	
A strong communicator – both verbal and written	X	
An empathy for education and the environment in which the Trust operates	X	
A commitment to equality, diversity and inclusion	X	