



**PERSON SPECIFICATION
CIT HR MANAGER**

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> • Professional qualification in Human Resource Management (or working towards) • CIPD qualified (or working towards) • Demonstrate evidence of continued professional development 	<ul style="list-style-type: none"> • Leadership/management qualification 	<ul style="list-style-type: none"> • Application form/certificates
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience of operating as an HR Manager • Experience of providing HR support in an education context • Experience of leading complex case work including disciplinary, grievance, absence management, etc • Extensive experience of leading and providing expert advice to Leaders on HR project work including organisation design, restructures and redundancies • Experience of using external best 	<ul style="list-style-type: none"> • Expert knowledge and understanding of up to date employment law. • Experience of leading recruitment campaigns 	<ul style="list-style-type: none"> • Application form/selection/references/interview

	<p>practice to implement and evaluate HR policies and procedures</p> <ul style="list-style-type: none"> • Awareness of staff wellbeing initiatives. 		
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Evidence of keeping up to date with HR best practice and external developments 		<ul style="list-style-type: none"> • Application form/interview
SKILLS	<ul style="list-style-type: none"> • Extensive experience of collaborating with senior stakeholders • Excellent written and verbal communication skills and the ability to share ideas clearly and persuasively • Experience of dealing with sensitive and challenging situations. • Strong analytical skills to investigate complex problems and information, drawing conclusions and recommendations for action • Proven ability to work under pressure to tight deadlines on a number of different projects at a time • Initiative to plan and make decisions independently • Team working • IT literate, capable of using MS Word/Excel/PowerPoint and office packages 	<ul style="list-style-type: none"> • Leadership skills 	<ul style="list-style-type: none"> • Selection/references/interview
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of up to date and relevant policies, procedures, trends, developments in best practice 		<ul style="list-style-type: none"> • Selection/interview

	<ul style="list-style-type: none"> • Knowledge and experience of the education landscape including pay structures • Knowledge of GDPR • Knowledge of Keeping Children Safe in Education, including Safer Recruitment 		
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work flexibly according to the needs of the Trust, including visiting a number of different sites and attendance at Trust/Governing Body meetings supporting the smooth and effective running of the Trust • Self-motivated • Enhanced DBS check • Willingness to participate in training and development opportunities 		<ul style="list-style-type: none"> • Application form/ references/interview

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check.