

PERSON SPECIFICATION: Head of HR

	Essential	Desirable
Education & Qualifications	<p>5 GCSEs or equivalent. Pass in Maths and English</p> <p>Level 5 CIPD Qualification in HRM or HRD</p> <p>Assoc CIPD or MCIPD</p>	<p>Level 7 CIPD Qualification in HRM or HRD</p> <p>FCIPD</p>
Experience	<p>Knowledge of HR best practice, and relevant legislation; especially recruitment</p> <p>Understanding of current legislation and practice around the safeguarding of vulnerable groups</p> <p>Experience of managing a HR Department and Team</p> <p>Experience of developing and managing HR strategies, training plans, staff policies and handbooks.</p> <p>Strong experience of individual performance management and effective dispute resolution.</p> <p>Experience working towards operational and strategic KPI's</p> <p>Ability to produce and analyse statistical data and compile into reports</p>	<p>Understanding and awareness of personnel issues for staff in an establishment for people with autism or other special needs.</p> <p>Experience of working in the charity and/or educational setting.</p> <p>Experience implementing a new HR database system</p>
Skills	<p>Ability to work at a senior HR level in an organisation with a multi-professional workforce</p> <p>Ability to work independently, under pressure, and meeting deadlines in a pressured environment.</p> <p>Ability to project manage</p>	

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	<p>Able to apply legislation and good practice effectively to practical situations</p> <p>Able to generate creative solutions to problems</p> <p>Able to think analytically and work logically</p> <p>Strong IT skills including Microsoft Office and HR databases</p> <p>Strong time management and organisation skills.</p> <p>Positive, flexible and enthusiastic attitude</p>	
Essential personal qualities	<p>Able to develop strong working relationships across all staff groups</p> <p>Able to communicate sensitively to wide range of audiences</p> <p>Ability to maintain confidentiality</p> <p>Uses initiative.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	

June 2019/AW