

Person Specification:

Job Title: HR Director

Department: HR

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications at L3 or above CIPD qualified to a minimum level of Associate Member or appropriate level and range of HR experience	Degree qualified Chartered member of CIPD	Certificates
Experience	Broad range of HR Management experience Experience of dealing with complex administrative tasks with a multitude of deadlines Experience of employment contracts and implications for payroll Change management and projects	Leading a team Working in the Education sector Preparation of payroll instructions for the payroll bureau to process Experience in long-term and strategic planning Liaison with executive or board members	Questioning and references
Knowledge & skills	Excellent communication skills verbal and written in dealing with staff and external stakeholders Good IT skills – proficiency in Word, Excel and using databases and aptitude to assimilate new internal and external IT applications Administration skills - well organised and able to prioritise High level of accuracy and numeracy with attention to detail Ability to co-ordinate and motivate a team Able to multitask and adapt to changing priorities Uses own initiative to problem solve Up to date knowledge of employment law and ability to apply legislative guidance	Ability to interpret and make modifications to sector standardised contracts Confident in offering employment law guidance to employees and the Senior Management Team Strong CPD record Familiarity with the legislative framework within the Education sector	Questioning and test
Personal Qualities	Integrity and impartiality in dealing with sensitive issues Confidentiality Confident Empathetic Approachable Consultative and diplomatic Flexible Remains calm under pressure		Questioning Previous work and also use scenarios
Motivation & Expectations	Customer Service An eye for detail Task orientated Commitment to the ethos and values of the College including equality of opportunity and continuous personal and professional development		Questioning and references