



## PERSON SPECIFICATION

### Director of Human Resources

Term Time + 3 weeks – 36 hours per week x 42 weeks per year

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining reasons for applying for the post and addressing the responsibilities identified in the Job Description.

### **ESSENTIAL**

The successful candidate will:

#### **Qualifications**

- GCSEs or equivalent, including Maths and English; A-Levels or equivalent qualifications will be considered an asset.
- Hold a CIPD Level 5 qualification or equivalent.

#### **Experience and Skills**

- Be able to demonstrate significant experience in a Human Resources leadership role.
- Have proven experience in strategic planning and implementation of HR initiatives.
- Exhibit robust experience in managing and leading an HR team to achieve organisational objectives.
- Be experienced in leading a team.

#### **Personal Qualities**

- Exhibit strong leadership and interpersonal skills.
- Be a strong communicator who can convey complex information clearly and effectively.
- Demonstrate the ability to think strategically and solve problems efficiently.
- Show resilience and capability to work under pressure while maintaining attention to detail.
- Be a strong people person, with the skills to develop and empower team members and colleagues at the same time as building HR skills across the college.
- An approachable and consultative management style.
- Demonstrate an ability to remain calm under pressure and build strong networks across the college.
- Be passionate about what they do, with the ability to influence others.
- Commitment to continuous professional and personal development.

#### **Knowledge**

- Have experience of utilising HR systems and databases.
- Possess comprehensive knowledge of UK employment law and HR best practices.
- Show a keen understanding of safeguarding issues and promoting the welfare of staff.

## **DESIRABLE**

The successful candidate may:

### **Qualifications**

- A degree and/or master's degree.
- Additional certifications in employment law, diversity management, or organisational development.
- Hold or work towards a CIPD Level 7 qualification or equivalent. Completion of an Employment Law module is desirable for the role.

### **Experience and Skills**

- Experience in the education sector, particularly within a school, college or university setting.
- Experience in implementing technological solutions for HR management and payroll.

### **Knowledge**

- Familiarity with the specific challenges and statutory frameworks relevant to HR management in the education sector.