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| **Criteria** | **Essential/ Desirable** | **CV/Cover letter/Interview \*** |
| CIPD Level 7 with MCIPD qualification, or Master’s degree and up to date knowledge of employment legislation, or an equivalent level of HR experience. | Essential | CV/ Interview |
| Significant experience as an existing Head of Service/Senior HR Manager with a track record in building effective, multidisciplinary teams and delegating effectively in a fast-paced environment. | Essential | CV/ Cover letter/ Interview |
| Proven experience in respect to the complexity of leading and supporting high performing teams through periods of transformational change, whilst working with a range of stakeholders, preferably in an education setting. | Essential | CV/ Cover letter/ Interview |
| A proven track record of delivery, evidenced by the successful completion of complex, challenging and transformational Organisational change project, in order to further a strategic agenda. | Essential | CV/ Cover letter/ Interview |
| Excellent interpersonal, leadership and communication skills, including the ability to lead, motivate and inspire teams and individuals. | Essential | Interview |
| Drive, resilience and creativity and the ability to problem solve and navigate obstacles, with the solution focused mindset. | Essential | Interview |
| Experience of partnering effectively with senior leaders/executives providing strategic and operational HR support | Essential | Interview |
| Experience of engaging effectively with Trade Unions and negotiating organisational change projects, informally and formally | Essential | CV/Cover letter/Interview |
| The ability to develop and execute medium/long-term HR strategies that support the overall business objectives | Essential | CV/ Cover letter/interview |
| Evidence of strong problem solving and decision-making skills. | Essential | Interview |
| Evidence of continuing professional development. | Desirable | CV/ Cover letter |
| Evidence of the ability to deal with ambiguity and recognising the challenges and opportunities afforded by a flexible role and flexible agile working. | Desirable | Cover letter/Interview |

**Person Spec – Head of Head of HR Partnering – Transformational Projects (Maternity cover)**