



## Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A professional qualification in HR, e.g. MCIPD, employment law or equivalent work experience</li> <li>• Evidence of relevant continuing professional development.</li> </ul>		<p>A/I</p> <p>A/I</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of leading a strategic People function within an organisation.</li> <li>• Proven track record in developing and delivering a People Strategy.</li> <li>• Experience of working with senior stakeholders to enable the organisational delivery of a strategic plan.</li> <li>• Experience of leading transformation programmes at scale.</li> <li>• Knowledge of employment law and other legislation and experience of developing and implementing organisation-wide people strategies with evidence of impact.</li> <li>• Successful track record of using HR/People interventions to support organisational change.</li> <li>• Previous experience of managing remote teams.</li> <li>• Experience of delivering and implementing effective HR information systems.</li> <li>• Experience of managing budgets, ensuring resources are used to provide a cost effective and efficient service</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience of HR IT platforms.</li> <li>• The ability to understand the people issues impacting on Multi-Academy Trusts and apply best practice expertise in this context.</li> <li>• Excellent communication and relationship building skills at all levels.</li> <li>• Communicate sensitively and effectively both verbally and in writing with a wide range of people.</li> <li>• Ability to think and plan operationally and strategically.</li> <li>• Leadership skills and ability to empower, motivate and create a positive, inclusive team ethos.</li> <li>• Personal resilience and an ability to cope with ambiguity, uncertainty, pressure and scrutiny from others.</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• A commitment to co-operative values and principles, British Values and the Ways of Being Co-op.</li> <li>• Motivation to work with children</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children.</li> <li>• Emotional resilience in dealing with challenging behaviour.</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.