



HISP Multi Academy Trust

Person Specification

HR Business Partner

Qualifications:

Essential

- Minimum CIPD Level 5 or equivalent experience
- Minimum of HNC in a business-related subject
- Educated to GCSE standard (Maths and English)

Experience

Essential

- Stakeholder management: experience of partnering dedicated business areas, advising on generic HR/people related matters.
- Well developed skills in managing complex employee relations cases with ability to recognise key risks and provide commercial, risk-based advice and proactive support to line managers.
- Demonstrated success in drafting and implementing HR policies and procedures.
- Experience in:
 - workforce planning
 - talent management.
- advancing the organisational equality/inclusion agenda.
 - Developing and implementing recruitment and candidate attraction strategies.
- facilitating HR/people related training events.

Desirable

- Education, local authority or public sector experience.
- Experience in using iTrent and Arbor.
- Project managing change initiatives and organisational development projects.
- Line management of administrative HR staff.

Skills and knowledge

Essential

- Ability to extract management information, analyse and interpret the data utilising Excel as appropriate and make balanced recommendations on findings.
- Able to communicate in a clear, concise and accurate manner both using a range of media.
- Proven ability to prioritise conflicting priorities, exercise sound judgement, anticipate issues and respond quickly to emerging people matters.
- Ability to maintain discretion at all times and use initiative.
- Must be a self-starter and able to deliver result without day-to-day oversight.
- Strong team-working and customer-focus ethic.

- High level of IT and HR system competence and knowledge of Microsoft Office.
- High level of accuracy and attention to detail.
- Strong understanding of UK employment law and HR best practices.
- Broad commercial knowledge and understanding of business operations as well as awareness of wider external/internal factors affecting the People agenda.
- Working knowledge of data protection requirements.

Personal Attributes

Essential

- Strong ethical standards and high levels of integrity.
- Commitment to diversity, equality and inclusion.
- Proactive and innovative approach to problem-solving.
- Resilient and adaptable to change.
- Collaborative and team-orientated mindset.
- Strong customer service orientation.
- Friendly and approachable.
- Commitment to own CPD.
- Understanding of the critical importance of child protection and safeguarding.
- Successful completion of DBS and all other pre-employment checks.
- Willingness to travel between different school sites as required.
- Own transport to travel between sites.