



PERSON SPECIFICATION

People Partner

Category	Essential	Desirable
QUALIFICATIONS <ul style="list-style-type: none"> CIPD Level 5 qualified, or willingness to train CIPD Level 7 qualified 	*	*
EXPERIENCE <ul style="list-style-type: none"> Influencing and building relationships with people across the organisation Investigating and challenging others to get to the root of people issues Coaching and providing feedback to key stakeholders to help improve organisational efficiency Ability to engage with and influence stakeholders Experience of line managing a team Up-to-date knowledge of employment law Experience of resolving complex HR matters adhering to HR best practice and underpinned by employment legislation Knowledge of recruitment and selection processes Experience in analysing data, metrics and evidence to inform and drive decision-making and change across different business areas Experience of change management Experience of pension, redundancy, settlement and payroll calculations Experience of working within the educational sector 	* * * * * * *	* * * * *

<p style="text-align: center;">SKILLS</p> <ul style="list-style-type: none"> • Up-to-date employment law knowledge • In-depth knowledge and understanding of complex HR issues • Excellent stakeholder management experience • Strong data analytical skills with an attention to detail • The ability to produce and present HR business proposals • Ambassador for change • Proficiency in MS Word and PowerPoint • Intermediate Excel skills 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
<p style="text-align: center;">QUALITIES & APTITUDE</p> <ul style="list-style-type: none"> • Outstanding communication and interpersonal skills • Ability to, engage, influence and build relationships with key stakeholders and people across the organisation • Impactful presentation style • Strong sense of integrity and confidentiality • Excellent organisational and time management skills • Ability to multi-task and prioritise daily workload • Creative thinker and proactive problem solver • Able to make sound decisions displaying good judgement 	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	

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