**PERSON SPECIFICATION**

**PEOPLE DIRECTOR**

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| --- | --- | --- | --- |
|  | Essential  | Desirable | Interview/App Form  |
| Qualifications  |
| Relevant Degree or relevant HR Qualification or demonstrable extensive HR experience preferably in an education setting  |  |  |  |
| Willingness to enhance qualifications and training for development in post  |  |  |  |
| Knowledge and Experience  |
| Knowledge of the education sector and a successful track record of developing innovative solutions to the sectors specific people and talent challenges, including health and well-being  |  |  |  |
| Experience of rolling out a people strategy that delivered demonstrable impact within the education organisation  |  |  |  |
| Oversight and leadership of all elements of HR within an organisation  |  |  |  |
| Strategic oversight of operational HR support across an organisation, and a track record of using HR KPIs to drive decision making  |  |  |  |
| Experience of developing and implementing campaigns defining and promoting an employer’s unique brand in the sector  |  |  |  |
| Experience of writing polices, setting and leading strategy, undertaking audits and holding people to account  |  |  |  |
| Exceptional leadership skills coupled with the humility to get stuck in  |  |  |  |
| Ability to quickly earn the confidence of senior stake-holders and rapidly influence them to roll out trust wide solutions at school level  |  |  |  |
| Strong communication and interpersonal skills with the ability to present strategic ideas in a clear and concise way, both verbally and in writing  |  |  |  |
| Strong Analytical, with the ability to interpret data quickly and distil key learning to inform unique and innovative new approaches  |  |  |  |
| Ability to calmly manage multiple conflicting situations and priorities with tight deadlines to the overall benefit to the Trust  |  |  |  |
| Ability to think strategically and see critical issues from a cross functional perspective  |  |  |  |
| Diplomacy and discretion and the ability to manage confidential information  |  |  |  |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility  |  |  |  |
| Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across different locations  |  |  |  |
| Personal Qualities  |
| Excellent written and oral communication skills  |  |  |  |
| Excellent time and task management skills |  |  |  |
| Ability to work under pressure  |  |  |  |
| Ability to relate well to adults  |  |  |  |
| Ability to lead, motivate and influence others  |  |  |  |
| To have a sense of humour  |  |  |  |
| To show commitment to sustain excellent attendance at work  |  |  |  |
| Confident and willing to challenge traditional assumptions  |  |  |  |
| Energetic, enthusiastic and resilient, along with being action and solution focused  |  |  |  |
| A commitment to child centred education  |  |  |  |