**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 |  |  |  |