

PERSON SPECIFICATION –Director of Human Resources

Description	Essential	Desirable	How Evaluated
<i>Education and Qualifications</i>			
a) A good honours degree in related subject area	x		Application form and evidence of qualifications
b) FCIPD qualification or Post Graduate qualification in Human Resources.	x		Application form and evidence of qualifications
<i>Experience</i>			
c) Significant experience as a HR practitioner dealing with the full breadth of personnel matters.	x		Application form, interview and references
d) Practical experience of current employment legislation and best practice	x		
e) Experience of working in a dynamic and changing workplace environment.	x		
f) Experience of operating at strategic level	x		
g) Evidence of managing complex change and development	x		
h) Evidence of ability to positively engage with institutional priorities and to take forward institutional objectives in a focussed and pro- active manner	x		
i) Evidence of management skills	x		
j) facilitate the development of strong networks within the MAT	x		
k) Understanding of the education sector employment context	x		
l) Experience of negotiating at senior level with trades unions		x	
m) Proven experience in an education establishment.		x	
n) Experience of managing a budget		x	
o) Project management experience		x	
p) administrative skills necessary to develop and manage the personnel, financial and physical resources of the MAT	x		
q) Knowledge and experience of complex reorganisations and mergers including TUPE		x	
<i>Aptitudes and Skills</i>			
p) Possesses excellent interpersonal and communication skills with the ability to communicate effectively at all levels	x		Application form and interview

q) Ability to develop sound working relationships with staff at all levels	x		
r) Ability to manage and motivate own team and where appropriate other teams.	x		
s) Ability to negotiate, persuade and influence at both institutional and individual level	x		
t) Ability to effectively link personnel and Trust values	x		
u) Ability to demonstrate effective organisational and time management skills	x		
v) Ability to apply attention to detail when required	x		
w) Ability to meet tight, conflicting deadlines when required	x		
x) Ability to communicate fluently both in writing and orally	x		
y) Able to deploy effective IT skills	x		
<i>Personal Attributes</i>	x		
z) Capability of demonstrating strong self- motivation.			
aa) Possesses the mental stamina to deal effectively with a large number of complex and competing demands	x		
bb) Ability to work unsupervised and to direct own work	x		
cc) Ability to work effectively as an individual, as part of a team and in partnership with others.	x		
dd) Recognises the importance of building sound working relationships	x		
ee) Recognises the need for and demonstrates appropriate confidentiality	x		
ff) Demonstrates respect for diverse range of people.	x		
gg) Ability to demonstrate sensitivity, diplomacy and resilience when required	x		
hh) Adopts a positive approach and commitment to Lifelong learning on a corporate and personal level	x		
ii) Committed to continuously improving internal procedures to ensure full legal compliance and delivery of service level agreements	x		
<i>Circumstances</i>	x		
jj) Ability and preparedness to work flexibly			
kk) Prepared to travel to meet post related demands	x		
ll) Possesses current valid driving licence	x		

It is in your own interest that you are explicit in your application about how you meet the stated criteria. You are encouraged to provide relevant and explicit examples, (obtained from the workplace, voluntary or community work or any other appropriate situation) so that the short-listing panel can clearly identify where your knowledge, and experience matches the criteria identified in the post.