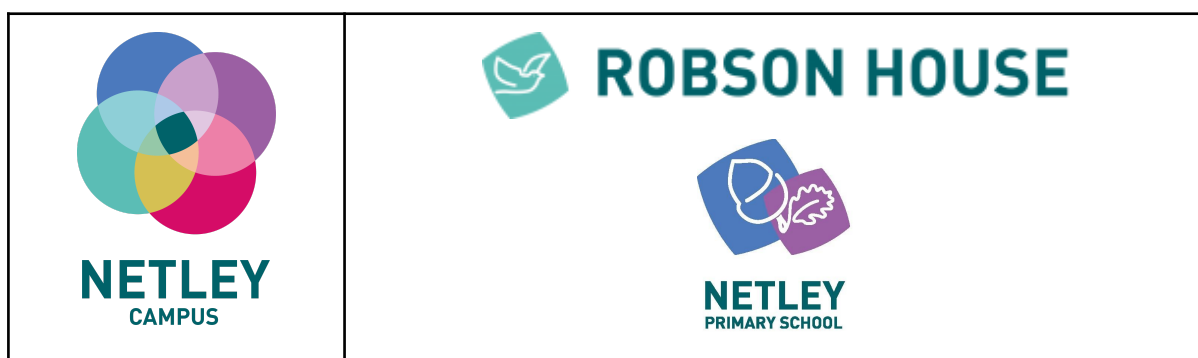




Person Specification: Human Resources Manager

Experience

- Proven experience in a Human Resources environment in a generalist role (Essential).
- Experience of implementing HR policies/procedures in relation to conduct issues including disciplinary, grievance, bullying and harassment, capability, and sickness absence (Essential).
- Experience of delivering all stages of the recruitment, selection, and onboarding process (Essential).
- Experience of liaising with a borough HR team, and trade unions (Essential).
- Experience of using Google drive suite of tools that link to 365 Office packages including Word, Excel, Outlook, and PowerPoint (Essential).

Knowledge and Skills

- [Good] knowledge of relevant HR policies/codes of practice/legislation and the ability to put them into practice, using guidance from external Camden HR advisors (Essential).
- [Good] understanding of employment law, employee relations, and techniques for effective support and administration of staff issues (Essential).
- Understanding of the issues surrounding the safeguarding of children (Essential).
- Understanding of ways of managing and improving staff absence (Essential).
- Awareness of Freedom of Information and Data Protection legislation (Essential).
- Excellent interpersonal skills including the ability to communicate complex information in a clear, articulate, balanced, and succinct way to a variety of audiences in an appropriate and sensitive manner (Essential).
- Ability to manage a range of tasks efficiently and apply effective organisation skills (Essential).
- Ability to consider alternative approaches to Human Resources issues and propose solutions [in consultation with Camden HR advisors] (Essential).

- Ability to interpret data/advice/statute and use this to [inform internal operational school practice] (Essential).
- The jobholder will be required to apply resilience when dealing with emotions/challenges from staff, managers, and trade unions on a regular basis (Essential).
- Demonstrable ability to respect confidentiality and display discretion (Essential).
- Ability to work autonomously and flexibly using own initiative without needing close daily supervision (Essential).