



Person Specification – HR Consultant

| ESSENTIAL | DESIRABLE |
|---|---|
| <ul style="list-style-type: none">• CIPD qualified or equivalent HR experience• Experience of managing or supporting complex HR casework• Experience of drafting high-quality HR documentation, including outcome letters, reports and formal correspondence• Experience of supporting investigations and formal hearings• Strong knowledge of employment law and HR best practice• Ability to coach and advise senior leaders and managers• Ability to work independently, exercise judgement and manage sensitive matters confidentially• Strong written communication skills and attention to detail• Ability to prioritise competing demands and work across multiple stakeholders• Willingness to travel across Trust regions and external client sites as required | <ul style="list-style-type: none">• Experience of working in schools, academies, MATs or the education sector• Experience of supporting restructures, redundancy, TUPE or organisational change• Experience of delivering HR training or leadership briefings• Experience of supporting external clients or traded HR services• Full driving licence and access to a vehicle, or ability to travel independently across regions |