Person Specification

Post:	Senior Human Resources Advisor
Department:	Human Resources
Responsible to:	Director of Personnel
Responsible for:	Human Resources Team
Hours:	37 per week (Mon – Thurs 8.30am – 4.30pm and 8.30am – 4.00pm Fri)
Work pattern:	Mon – Fri / Full Year
Working closely with:	Director of Personnel, Human Resources Team and SLT

E = Essential **D = Desirable**

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

	E	**D**	Method of Assessment
Qualifications			
Associate CIPD qualification (Level 5 minimum) or equivalent demonstrable professional experience.	E		A
Evidence of continuous professional development in UK employment law or HR best practice.	E		A
Evidence of recent Safer Recruitment Training.		D	A
CIPD Level 7 Advanced Diploma (or currently working towards it).		D	A
Experience			
Proven experience supervising, mentoring, or allocating daily tasks to a team of staff within a busy, professional HR environment.	E		A / I
Substantial experience managing complex Employee Relations casework (including disciplinary, grievance, sickness absence, and capability processes).	E		A / I
Operational knowledge of safer recruitment frameworks and Single Central Record (SCR) management within an education or public sector setting.	E		A / I
Experience managing and optimising comprehensive workflows across the full staff lifecycle (recruitment to exit).	E		A / I
Experience processing, verifying, and auditing monthly variation metrics for an outsourced payroll system.	E		A / I
Experience utilising and extracting management information data from an HR Information System (HRIS).	E		A / T
Experience of working within a Sixth Form College, Academy Trust, Higher Education or Local Authority setting.		D	A / T

Familiarity with the Sixth Form College Association (SFCA) support staff and teaching staff terms, conditions and pay scales.		D	A / T
Skills, Knowledge and Abilities			
Ability to map, analyze, and streamline transactional administrative workflows to maximize efficiency.	E		I / T
Strong capability to effectively direct, mentor, upskill, and evaluate a team of administrative and professional HR staff.	E		I
Strong ability to evaluate complex, sensitive, high-risk workplace situations and provide pragmatic, legally sound advice to managers	E		I / T
Excellent interpersonal and communication skills, with the ability to act as a trusted advisor to senior leaders and departmental heads.	E		I
Authoritative understanding of current UK employment legislation, ACAS codes of practice, and safer recruitment (KCSIE) regulations.	E		A / I
Experience of working with specialised educational payroll or pension frameworks i.e. Local Government Pension Scheme (LGPS) or Teachers' Pensions.		D	A / I
Personal Attributes			
Absolute commitment to data confidentiality, GDPR compliance, and meticulous record keeping.	E		I
High degree of professional resilience when handling competing operational emergencies and tight deadlines.	E		I
Solution-focused, pragmatic approach to workplace management that balances policy requirements with organisational needs.	E		I
Full commitment to promoting equality, diversity, and safeguarding the welfare of children, young people, and vulnerable adults.	E		I

Key to Assessment Methods:
A = Application Form | **I** = Interview | **T** = Practical / Selection Task