



# The Edmund Trust

SUPPORTING PEOPLE WITH LEARNING DISABILITIES

## Person Specification

**Job Title:** Head of HR  
**Department:** Senior Management Team  
**Reporting To:** CEO

Qualities	Essential Those qualities which are essential to perform the job	Desirable Those qualities which allow the job to be performed to the optimum level
<b>Experience and skills</b>	<p>Minimum 3 years' post qualifying experience or substantial experience of managing an HR function</p> <p>Experience of board reporting, provision of advice and narrative</p> <p>Experience of change management and making an active contribution to transforming organisations</p> <p>Robust, all-round technical experience</p> <p>Excellent knowledge and understanding of regulations, accepted professional standards, policies, procedures and legislation (including legislation on GDPR, the Equality Act and health and safety)</p> <p>The ability to lead the development of effective employment policies.</p> <p>Experience in determining, measuring and analysing relevant KPIs</p> <p>Exceptional organisational skills</p> <p>Excellent verbal and written communication skills</p> <p>Excellent ICT skills, including Word, Excel and PowerPoint and HR databases</p> <p>Highly numerate</p>	<p>Experience of heading up the HR team of an organisation</p> <p>Experience of working in the charity/not for profit sector</p> <p>Success at supporting and driving business expansion</p>



	Proven ability to meet targets and deadlines	
<b>Personal qualities</b>	<p>Team player with leadership skills; including the ability to coach, influence and energise others</p> <p>Superior interpersonal skills and a positive, approachable manner</p> <p>Ensure own behaviour is aligned with the values of the charity – Commitment, Collaboration and Positive Interactions</p> <p>Flexible and imaginative – able to utilise a variety of approaches to working and to providing solutions</p> <p>Ability to communicate effectively to people at all levels inside and outside the organisation</p> <p>Hands on approach to management</p> <p>Ability to work under pressure and to deadlines</p> <p>Good time management skills and the ability to prioritise, problem-solve and use your initiative</p>	



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<b>Education/Qualifications</b>	<p>Accreditation from the Chartered Institute of Personnel and Development (CIPD) at Level 5, or</p> <p>A bachelor's degree in Human Resources Management or a Business-related subject</p>	<p>Accreditation from the Chartered Institute of Personnel and Development (CIPD) at Level 7</p>
<b>Knowledge</b>	<p>In depth knowledge of Employment Law</p> <p>Knowledge of current good practice</p> <p>Comprehensive and up to date DBS record</p>	
<b>Other</b>	<p>Car driver with own car for business use</p> <p>Ability to work additional hours as required</p>	