

PERSON SPECIFICATION

POST TITLE: Assistant HR Adviser

DIVISION/UNIT: HR Unit/HR Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Experience of working in a HR related role.	1. Knowledge and/or experience of recruitment and selection. 2. Knowledge and/or experience of discipline and grievance. 3. Knowledge and/or experience of absence management. 4. Experience of researching and drafting employment policies.	Application Form References Interview
Skills/Abilities	1. Proven ability to plan and organise work to meet objectives. 2. Proven ability to work to deadlines. 3. Good verbal and written communication skills. 4. Computer literacy skills, including proficiency in the use of Microsoft Office packages e.g. Outlook, Excel, Word, MS Teams etc.	1. Proven ability to deal with confrontational situations.	Application Form References Interview
Education & Qualifications	1. Educated to Nat 5 level in English and Maths. 2. Associate Membership of Chartered Institute of Personnel & Development or possess the equivalent experience.	1.	Application Form Interview
Personal Qualities	1. Assertive.		Interview

	<ul style="list-style-type: none"> 2. Psychologically resilient. 3. Drive and determination to complete tasks. 4. Flexible and adaptable. 5. Ability to work effectively as part of a team. 6. Ability to cope with the demands of the post and attend on a regular basis. 		References
Additional Job Related Requirements	<ul style="list-style-type: none"> 1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations. 		Application Form Post Interview Check