

## PERSON SPECIFICATION

### HR ASSISTANT

|                                 | ESSENTIAL  | DESIRABLE  |
|---------------------------------|--|--|
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>- Good standard of basic education, including English Language and Maths</li> </ul>   | <ul style="list-style-type: none"> <li>- Qualification in IT skills</li> <li>- L2/3 Business Administration or HR qualification</li> </ul>   |
| <b>Experience and Knowledge</b> | <ul style="list-style-type: none"> <li>- Previous and up to date administration experience</li> <li>- Confident using IT applications such as Word, Excel and Outlook</li> <li>- Working with databases</li> <li>- Understanding of the importance of confidentiality and Data Protection</li> </ul>   | <ul style="list-style-type: none"> <li>- Knowledge of HR disciplines and basic employment legislation</li> <li>- Excellent/advanced practical use of Excel</li> <li>- Working in a fast paced environment</li> </ul> |
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>- Effective team worker with good verbal and written communication skills</li> <li>- Ability to work to deadlines under pressure</li> <li>- Good organisational skills, time management and ability to prioritise</li> <li>- Problem solving and seeing tasks through to completion as appropriate</li> <li>-Attention to detail</li> </ul> |  |
| <b>Personal</b>                 | <ul style="list-style-type: none"> <li>- Understanding of the highly confidential nature of this role, combined with tact and discretion</li> <li>- Confidence to work effectively on any tasks given and liaise effectively with HR Coordinator</li> <li>- Commitment to equal opportunities, diversity and inclusion</li> <li>- Flexible/adaptable</li> </ul>                    |  |