**PERSON SPECIFICATION**

Date: Feb 2017 Grade: 5

Post Title: HR Assistant

Division: Resources

Section: Human Resources

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| **CATEGORY** | **E/D** | **CRITERIA**  **INDICATED E (ESSENTIAL) OR D (DESIRABLE)** | | **MEASUREMENT**  **(See below)** |
| SKILLS, KNOWLEDGE  AND EXPERIENCE | E  E  E  E  E  E  E  E  E  E  D | Experience of providing a range of administrative services e.g. typing, filing, data entry, copying, scanning  Experience of using computer applications and software packages  Experience of dealing with enquires and requests for services  IT literate (including MS Windows applications Excel, Word, Outlook)  Data entry and keyboard skills, demonstrating a high level of competence, accuracy and thoroughness  Able to demonstrate a good level of communication skills  Ability to deal with sensitive issues and maintain confidentiality  Ability to work as part of a team or individually and with little supervision of regular work  Good customer care skills  Ability to represent the Council in a positive and organised manner  Experience of working in HR | | 2, 3 & 4  2 & 4  2 & 4  2, 3 & 4  2 & 4  2 & 4  2 & 4  2 & 4  2 & 4  2 & 4  2 & 4 |
| SAFEGUARDING | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs | 2,4 | |
| EQUAL OPPORTUNITY | E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policies into practice. | 2,4 | |
| QUALIFICATIONS | E  D | Good standard of English and Maths  Keyboard/typing qualification | 2 & 4  2, 4 & 5 | |
| ATTITUDE & MOTIVATION | E  E  E  E  E | Able to prioritise tasks to manage own workload  Able to switch between unrelated tasks as required  Able to work in a busy office  Helpful and courteous  Numerate and literate | 2,3 & 4  2 & 4  2 & 4  2 & 4  2 & 4 | |

MEASUREMENT:

1 Test prior to shortlisting (ie all applicants). 2 Form application form. 3 Test after shortlisting. 4 Probing at interview. 5 Documentary Evidence. 6 OTHER (Please specify)