**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, KNOWLEDGEAND EXPERIENCE | EEEEEEEEEED | Experience of providing a range of administrative services e.g. typing, filing, data entry, copying, scanningExperience of using computer applications and software packagesExperience of dealing with enquires and requests for servicesIT literate (including MS Windows applications Excel, Word, Outlook)Data entry and keyboard skills, demonstrating a high level of competence, accuracy and thoroughnessAble to demonstrate a good level of communication skillsAbility to deal with sensitive issues and maintain confidentialityAbility to work as part of a team or individually and with little supervision of regular workGood customer care skillsAbility to represent the Council in a positive and organised mannerExperience of working in HR | 2, 3 & 42 & 42 & 42, 3 & 42 & 42 & 42 & 42 & 42 & 42 & 42 & 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 | ED | Good standard of English and MathsKeyboard/typing qualification | 2 & 42, 4 & 5 |
| ATTITUDE & MOTIVATION | EEEEE | Able to prioritise tasks to manage own workloadAble to switch between unrelated tasks as requiredAble to work in a busy officeHelpful and courteousNumerate and literate | 2,3 & 42 & 42 & 42 & 42 & 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)