**PERSON SPECIFICATION - HR ASSISTANT (FIXED TERM) POST REFERENCE: 106987**

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| **REQUIREMENTS** | **ESSENTIAL**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
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| **Educational/vocational/ occupational qualifications and/or training**  **Specific qualifications (or equivalents)** | Good level of general education including English GCSE (A-C) or equivalent (F)  NVQ 3 Business Administration | CIPD Foundation Level 3 Certificate in Human Resource Practice (or working towards) (F) (I) |
| **Work or other relevant experience** | Experience of Microsoft Office and other ICT applications (F) (I)  Experience in an office environment (F)( I) | Recent experience working in a Human Resources environment (F) (R)  Recent Local Government or Public Sector experience within a HR Function (F) (I)  Experience of Recruitment (F) (I)  Demonstrate a working knowledge of HR Policies and Procedures (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S)** | | |

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| **Skills, abilities, knowledge and competencies** | Effective and proven communication (verbal and written) skills (I) (F) (R)  Ability to organise workload (I) (R)  Ability to ensure documents, letters and written correspondence are accurate and presented to a high standard (I) (T) (R)  Ability to build effective and productive working relationships  Self-confidence to build and manage key relationships (I) (R) |  |
| **General competencies** | Experience of working effectively as part of a team (F) (I) (R)  Commitment of providing high quality services to customers (I)  Commitment to personal development/improvement (I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.