

## Person Specification

### HR Assistant



#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

##### Essential

- Obtained or undertaking a relevant degree course or post graduate qualification
- Knowledge of current employment legislation, case law and best HR practice.
- Relevant knowledge of end to end case management procedures and HR policy development
- Practical experience of an Operational HR or similar working environment
- Excellent written and ICT skills.
- Excellent analytical and research skills.
- Ability to meet deadlines.
- Excellent communication skills
- Demonstrates a team ethos.
- CIPD Qualified or part qualified.
- Demonstrable commitment in continuous professional development.
- Commitment to equality and diversity and awareness of anti-discrimination workplace strategies.

#### Part B

The following criteria will be further explored at the interview stage:

- Confident, conscientious with a strong client focus.
- Excellent verbal communication skills with the ability to display critical reasoning.
- Knowledge of recent and upcoming employment legislation and case law and its implications
- Professional and effective approach to case management
- Ability to meet difficult challenges through use of personal initiative and work prioritisation.
- Confident presentation skills.
- Ability to act discreetly and maintain confidentiality.