

**Person Specification**

**Job title: Human Resources and Development Assistant**

**Directorate:**  Corporate Services

**Grade:** Career Grade 4 - 6

**Responsible to:** Senior HRD Business Partner

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| **Criteria**  | **Essential requirements** | **Evidence** |
| Qualifications and experience | Degree or equivalent qualificationCIPD part qualified/working towards/Able to work towards or equivalent experience  | Application form/ Certificates |
| Knowledge, Skills and Ability | Knowledge and understanding of an HR role in a large complex organisation Excellent interpersonal skills including the ability to persuade and establish credibility with staff at all levels of the organisationSound written and verbal communication skills and the ability to present information logically and clearlyAbility to prioritise work and work under pressureExcellent planning, organisational and time management skillsCompetent user of the range of Microsoft products, particularly Word, Outlook, Excel and PowerpointAbility to work on own initiative and as part of a teamAbility to respond to unexpected changes and adopt a flexible approachAbility to interpret policies, terms and conditions and analyse situations | Application form/ Interview |
| Work related circumstances  | Commitment to equal opportunitiesAbility to meet the travel requirements of the post | Application form/ Interview |