

**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 qualification  CIPD 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 organisation  Sound written and verbal communication skills and the ability to present information logically and clearly  Ability to prioritise work and work under pressure  Excellent planning, organisational and time management skills  Competent user of the range of Microsoft products, particularly Word, Outlook, Excel and Powerpoint  Ability to work on own initiative and as part of a team  Ability to respond to unexpected changes and adopt a flexible approach  Ability to interpret policies, terms and conditions and analyse situations | Application form/ Interview |
| Work related circumstances | Commitment to equal opportunities  Ability to meet the travel requirements of the post | Application form/ Interview |