

## PERSON SPECIFICATION

**POST:** HR Advisor Generalist and Projects

**DEPARTMENT:** Human Resources

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How &amp; When</b>
<b>Education / Qualification</b>	CIPD qualified or working towards.	Educated to Degree level (or equivalent) in a related subject  Project Management qualification	Application Form  Certificates
<b>Skills / Abilities</b>	Excellent communication skills both written and oral. Ability to work independently. Excellent organisational skills. Proficient IT skills. Ability to manage/prioritise workload. Comfortable with managing case work and meeting deadlines. Able to innovate commercial and pragmatic solutions to employment issues. Strong verbal and written communication skills ensuring tact, influence and diplomacy across staff levels	Data Evaluation skills.	Application Form  Assessment process
<b>Experience</b>	Proven experience of working within an HR team / project team at Advisor level Able to manage day to day human resources operational issues. improvement, process innovation and delivering change. Experienced in employee engagement. Microsoft Office products/packages. Knowledge and ability of interpreting terms and conditions of employment.	Experience of working in a similar sector eg health or social care or charity.  Partnering with managers and other colleagues on HR processes.  Delivering HR / people skills training.	Application Form  Assessment process
<b>Knowledge</b>	Knowledge of employment law, case law and HR practices. Applying Equality & Diversity policies.	Knowledge of payroll processes and procedures  Knowledge of GDPR.	Application Form  Assessment process
<b>Motivation and personal</b>	Able to contribute towards LOROS' values and behaviours.		Assessment process

<b>attributes</b>	Professional manner. Reliable. A willingness to learn and develop new skills. A professional and discreet approach. Personable. Flexible. Self starter. Accurate. High level of attention to detail.		
-------------------	--	--	--