

PERSON SPECIFICATION

POST: HR Advisor Generalist and Projects
DEPARTMENT: Human Resources

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	CIPD qualified or working towards. GCSE Maths and English at Grade C or higher, or equivalent	Educated to Degree level (or equivalent) in a related subject Project Management qualification	Application Form Certificates
Skills / Abilities	Strong verbal and written communication skills ensuring tact, influence and diplomacy. Proficient IT skills. Manage/prioritise workload. Able to innovate commercial and pragmatic solutions to employment issues. Good attention to detail.	Data Evaluation skills.	Application Form Assessment process
Experience	Proven experience of working at HR Advisor level, managing operational HR issues. Interpreting terms and conditions of employment. Partnering with managers and other colleagues on HR processes. Managing case work and meeting deadlines.	Experience of working in a similar sector eg health or social care or charity. Delivering HR / people skills training. Employee engagement. Experience in relationship building. Working independently.	Application Form Assessment process
Knowledge	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