

## Person Specification

<b>Job Title</b>	Human Resources Assistant	<b>Team</b>	Occupational Health & Capability Team
<b>Salary Grade</b>	Grade 4	<b>Directorate</b>	People & Organisational Development

<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
G.C.S.E. Math's and English Language grade C or above (or equivalent )	✓		P D
Level 2 ICT Qualification e.g. ECDL (or similar)	✓		P D
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Experience of working in an office environment	✓		A & I
Experience of working as part of a team	✓		A & I
Experience of data input		✓	A & I
Experience of working in Occupational Health / HR environment		✓	A & I
Minute taking experience		✓	A & I
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Microsoft packages in particular Word, Excel, Outlook and PowerPoint	✓		A & I
Knowledge of HR Information Management Systems		✓	A & I
Knowledge of MFRS		✓	A & I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Effective interpersonal and communication skills both verbal and written	✓		A & I
Ability to deal with confidential information in a professional and appropriate manner	✓		A & I
Methodical and organised approach to work	✓		A & I
Accuracy and attention to detail	✓		A & I
Ability to demonstrate initiative and challenge where appropriate	✓		A & I
Excellent time management skills, with the ability to multitask and prioritise	✓		A & I
Able to work independently	✓		A & I
Able to work to reoccurring and strict deadlines and the ability to manage and meet these deadlines.	✓		A & I
Strong customer focus and a desire to deliver a quality service	✓		A & I
Good problem solving skills and ability to generate innovative and appropriate solutions.	✓		A & I
<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Work flexibly during busy periods	✓		A & I

Key to assessment methods:

A – Application form

I - Interview

P D - Produce documentation

Date person specification prepared / revised: 24/6/2022

Prepared / revised by: L. Inman

