



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: HR Adviser Administrator

Division: Human Resources
Partnering Team

Accountable to: Senior HR

Competency	Criteria	E/D
Knowledge and experience	Up to date knowledge of employment legislation and HR best practice and the ability to advise colleagues and managers on some policy and procedure	E
	Proficient in the use of Microsoft Office applications	E
	Experience of using an online recruitment system	E
	Experience of working with budgets and having accurate numeracy skills	E
	Experience of producing accurate minutes and/or meeting notes	E
	Experience of working in a Higher Education environment	D
Communication	A good command of written and spoken English	E
	Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels, in the most appropriate format	E
	Evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner	E
	Excellent written skills i.e. detailed written material such as procedural guidance, and employee letters	E
	Ability to develop good working relationships with internal and external contacts	E



Planning and organising	Ability to prioritise, plan and organise own work load and that of others in order to meet short, medium and long term deadlines	E
	Ability to take responsibility for own workload	E
	Ability to organise and manage small projects	E
Service delivery	Evidence of providing a customer focused service and ensuring that requests for information are dealt with accurately and promptly to internal and external customers, whilst maintaining attention to detail	E
	Ability to interpret instructions, address issues arising, and implement actions and improvements	E
	Evidence of enhancing service provision by identifying process improvements and escalating for action	E
	Ability to deal professionally with confidential information	E
Teamwork and motivation	Experience in working closely with colleagues as part of a team, including examples of having pro-actively contributed to a team	E
	Ability to sustain momentum and maintain a positive and supportive approach in a pressurised environment	E
Initiative and problem solving	Experience of evaluating options, identifying effective courses of action and taking initiative to resolve problems	E
	Evidence of making constructive recommendations for improvement of systems and procedures and see them through implementation	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.