



## 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 Administrator, Review & Promotion Team (SB04)**

**Department/Division: HR Division**

**Accountable to: HR Manager, Review & Promotion**

Competency	Evidence	E/D
<b>Knowledge and Experience</b>	• Experience with high volume administration	E
	• Good numeracy and IT skills including knowledge of MS Office	E
	• Ability to deal professionally with confidential information and an awareness of the General Data Protection Regulations	E
	• Ability to advise staff and managers on policies and procedures	E
	• Experience with diary management	E
	• Experience of committee preparation and servicing	D
<b>Communication</b>	• Ability to communicate in a diplomatic, tactful and courteous manner with people of all levels of seniority, in the most appropriate format	E
	• High quality writing skills, i.e. ability to apply attention to detail in producing written material such as official letters	E
<b>Planning and Organising</b>	• Ability to manage a demanding workload and conflicting priorities with minimum supervision, in both the short and long term	E
<b>Service Delivery</b>	• Demonstrable delivery of a high standard of customer service	E
	• Ability to follow administrative procedures in an accurate and timely manner	E
<b>Teamwork and Motivation</b>	• Demonstrable ability to provide a proactive contribution to a team that operates in a busy environment	E
	• Flexibility and willingness to accept a wide range of administrative tasks	E
<b>Initiative and Problem Solving</b>	• Ability to recognise when a problem should be escalated	E
	• Experience demonstrating initiative to make constructive recommendations to improve processes	E
<b>Liaison and Networking</b>	• Ability to develop good working relationships with internal and external stakeholders	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.