



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
Department/Division: HR Division
Accountable to: HR Operations Lead

Competency	Evidence	E/D
Knowledge and experience	<ul style="list-style-type: none">• Experience of working in a HR environment• An understanding of Employment Law and good employment practice• Knowledge of online HR recruitment packages and Human Resources IT Systems• Experience of advising colleagues and managers on organisational processes, policies and procedures• Previous experience of providing high quality administration service delivery• Demonstrable experience of providing high standard of customer service• Educated to A-Level standard/equivalent• Good working knowledge of Microsoft Office: Word, Excel, PowerPoint and Outlook• Ability to deal professionally with confidential information and maintain discretion at all times• Experience of producing minutes and/or meeting notes• Evidence of producing work that requires a high level of accuracy and attention to detail• Experience of committee servicing• Experience of working in a HE environment	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>D</div> <div>E</div> <div>D</div> <div>D</div>
Communication	<ul style="list-style-type: none">• Clear and concise written and spoken English• Ability to communicate with a wide variety of people, at all levels, using the most appropriate format• Ability to use own initiative and be proactive and solution orientated	<div>E</div> <div>E</div> <div>E</div>

Teamwork and motivation	<ul style="list-style-type: none"> • Experience in actively contributing towards team annual and cyclical objectives, in a busy environment • Ability to sustain momentum and a positive approach in a pressurised environment • Flexibility and willingness to undertake a varied range of administrative tasks for the HR Division • The ability to encourage and motivate other team members 	E E E E
Service delivery	<ul style="list-style-type: none"> • Ability to proactively provide a high standard of customer service and information accurately and promptly to internal and external customers • Ability to follow administrative procedures in an accurate and timely manner • Ability to develop good working relationships with internal and external contacts • Experience of showing initiative to improve processes and methods 	E E E E
Planning and organising	<ul style="list-style-type: none"> • Ability to prioritise workload and to manage a number of tasks effectively and accurately, maintaining attention to detail at all times • Able to work with minimum supervision whilst ensuring accuracy and attention to detail at all times • Ability to prioritise, plan and organise own work load to meet short, medium and long term deadlines • Experience of working independently, but also able to recognise when a problem should be escalated 	E E E 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.