**PERSON SPECIFICATION – HR ADVISOR**

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| **Criteria** | **Details** | **Evidence** |
| Education, Experience and Training | Degree level qualification or equivalent in HR related subject area  CIPD part qualified/working towards/willing to work towards or equivalent experience  Thorough understanding of HR practices and employment law  Demonstrable experience of working in an HR role in a large complex organisation | Application form/ Certificates |
| Knowledge, Skills and Ability | Excellent interpersonal skills including the ability to persuade and establish credibility with staff at all levels of the organisation  Sound written and verbal communication skills and the ability to present information logically and clearly  Ability to prioritise work and work under pressure  Excellent planning, organisational and time management skills  Highly competent user of the range of Microsoft products, particularly Word, Outlook, Excel and Powerpoint  Ability to work on own initiative and as part of a team  Ability to respond to unexpected changes and adopt a flexible approach  Ability to interpret policies, terms and conditions and analyse situations | Application form/ Interview |
| Work related circumstances | Commitment to equal opportunities  Ability to meet the travel requirements of the post | Application form/ Interview |