**PERSON SPECIFICATION – HR ADVISOR**

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| **Criteria**  | **Details** | **Evidence** |
| Education, Experience and Training | Degree level qualification or equivalent in HR related subject areaCIPD part qualified/working towards/willing to work towards or equivalent experience Thorough understanding of HR practices and employment lawDemonstrable 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 organisationSound written and verbal communication skills and the ability to present information logically and clearlyAbility to prioritise work and work under pressureExcellent planning, organisational and time management skillsHighly competent user of the range of Microsoft products, particularly Word, Outlook, Excel and PowerpointAbility to work on own initiative and as part of a teamAbility to respond to unexpected changes and adopt a flexible approachAbility to interpret policies, terms and conditions and analyse situations | Application form/ Interview |
| Work related circumstances  | Commitment to equal opportunitiesAbility to meet the travel requirements of the post | Application form/ Interview |