

## Person Specification

<b>Post Title:</b>	HR Assistant		
<b>Directorate:</b>	People and Organisational Development		
<b>Department:</b>	Human Resources		
<b>Location:</b>	Service Headquarters		
<b>Grade:</b>	C/D	<b>Date:</b>	July 2019

### Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	<b>Requirements: E = Essential D = Desirable</b>	<b>E/D</b>	<b>Measure (see below)</b>
<b>Skills Knowledge and Experience</b>			
	Experience of working with and accurately entering data onto HR Systems (Fire Watch an advantage)	D	2,4
	Experience of working with and knowledge of HR policies and procedures spanning the employee lifecycle	D	2,4
	Knowledge and experience of working with HR Recruitment systems, and the administration thereof	D	2,4
	Experience to deliver high levels of customer satisfaction. Proactively anticipates needs of customers. Proven experience of working in a systematic, methodical and orderly way whilst consistently achieving goals.	E	2,4
	Experience of working in a pressurised environment, where priorities can change. Demonstrates ability to remain calm under pressure and keep emotions under control.	E	2,4

	<b>Requirements: E = Essential D = Desirable</b>	<b>E/D</b>	<b>Measure (see below)</b>
<b>Skills Knowledge and Experience</b>			
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	4
<b>Equality and Fairness</b>			
	Sound knowledge of and commitment to Equality and Diversity	E	2,4
<b>Qualifications and Training</b>			
	CIPD level 3 or equivalent experience, or working towards a professional qualification/willingness to work towards	E	2,4
<b>Attitude and Motivation</b>			
	Developed organisational skills to balance competing priorities and to meet deadlines	D	2,4
	Motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	D	2,4
	Takes accountability for own actions and decisions	E	2,4
	Proven ability to respect others' viewpoints, demonstrating empathy and listening skills. Works in an inclusive collaborative manner	D	2,4
	Proven experience of working effectively and building relationships with internal customers, and in successful partnership with other team members and other departments for collaborative working	D	2,4
	Proven ability to communicate without the unnecessary use of jargon. Structures information in an easy to understand manner	D	2,4

	<b>Requirements:</b> E = Essential D = Desirable	E/D	Measure (see below)
<b>Other</b>			
	Must be willing to undertake a basic criminal records check	E	6,8

### Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

### Measures

- 1 = Test Prior to shortlisting (all applicants)
- 2 = From application form
- 3 = Test after shortlisting
- 4 = Probing at interview
- 5 = E recruitment pre-screen
- 6 = Documentary evidence (i.e. qualifications)
- 7 = Medical
- 8 = Other (e.g. DBS check)