

Person Specification

Post Title:	HR Advisor		
Directorate:	People and Organisational Development		
Department:	Human Resources		
Location:	Service Headquarters		
Grade:	E/F	Date:	November 2019

Guidance Notes

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

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
	Technical knowledge and application of advice with the ability to balance risk to the organisation to aid decision making	E	1,3
	Proven experience of working effectively and building relationships with POD customers, Trade Unions, and wider customers, and in successful partnership (internally and externally) for collaborative working	E	1,3
	Ability to analyse, interpret and present complex issues and matters to a range of audiences both orally and in writing	D	1,2,3
	Experience and achievement of delivering multiple tasks and projects within agreed timescales to achieve organisational strategies and objectives	D	1,3

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Equality and Fairness			
	Security Clearance vetted	E	4
	Sound knowledge of and commitment to Equality and Diversity	E	1,3
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,3
Qualifications and Training			
	CIPD Level 5, or working towards, or equivalent	E	1,3
Skills			
	Proven ability to respect others' viewpoints, demonstrating empathy and listening skills. Works in an inclusive collaborative manner	E	1,2,3
	Developed interpersonal skills, (communication, negotiation, influence, persuasion, listening) with the ability to adapt style to the needs of the 'audience'	E	1,2,3
	Developed organisational skills to balance competing priorities and to meet deadlines	E	1,3
	Motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	3
	Takes accountability for own actions and decisions	E	3
Other			
	Possess a valid UK, EU or EEA driving license	E	1
	Must be willing to undertake a basic criminal records check.	E	1

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 = Application form

2 = Testing

3 = Interview

4 = Other (e.g. DBS check)