

Personal attributes based on Job Description:

**Essential or
Desirable:**

Qualifications and Certification – *assessed through application/interview/references*

- CIPD Level 5 (or equivalent professional qualification or demonstrable HR knowledge) or working towards CIPD qualification.
- Membership of the Chartered Institute of Personnel and Development is desirable.

Knowledge and Experience – *assessed through application/interview/references*

- Minimum of 3 years experience as an HR professional.
- Demonstrated experience in managing all aspects of HR casework
- Experience of advising Managers in HR processes in line with internal policies and relevant law and legislation such as recruitment, attendance, performance management, disciplinary etc
- In depth knowledge of employment and data protection laws and a proactive approach to keeping up to date with best practice
- Knowledge of people management and best practices
- Experience of using HR information systems and analysis of statistical data would be desirable.

Skills and Attributes – *assessed through application/interview/references*

- Exceptional communication and interpersonal skills
- Highly developed IT skills working with Microsoft Office applications including Teams, Outlook, Excel, Microsoft Power Automate, Microsoft Forms
- Excellent administrative skills, attention to detail and ability to maintain confidentiality
- Sound judgement and excellent problem-solving and analytical abilities

Personal Qualities – *assessed through application/interview/references*

- Professional, discreet and able to handle sensitive information with integrity
- A proactive hands-on approach with the ability to build trusted relationships at all levels
- Ability to be able to work on own initiative
- Ability to be able to work confidently with and challenge, Line Manager and SLT in finding solutions to problems and think differently.
- Patience and the ability to remain calm in stressful situations