



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Human Resources Officer

Department: Human Resources Officer

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
First degree	x		Application Form
CIPD qualified to level 5 or above	x		Application Form
CIPD qualified to level 7		x	Application Form
Knowledge and understanding of the higher education sector.		x	Application Form/ Interview
Good working knowledge of key employment legislation and its application	x		Application Form/ Interview
Experience of using a job evaluation scheme	x		Application Form/ Interview
Experience of assessing roles using HERA		x	Application Form/ Interview
Skills and/or Abilities			
Excellent ability to prioritise effectively.	x		Interview
Excellent time management skills.	x		Interview
Excellent communication skills.	x		Interview
Ability to work independently and as part of a team.	x		Interview
Close attention to detail and ability to maintain work of a high standard	x		Application Form/ Interview
Ability to work well under pressure and meet tight deadlines	x		Interview
Good analytical and IT skills	x		Application Form/ Interview
Excellent team management skills	x		Application Form/ Interview
Experience			
Significant demonstrable experience of successfully working and supervising/managing in a full HR function providing advice and administrative support	x		Application Form/ Interview
Experience of successfully identifying and improving policies, procedures and processes	x		Application Form/ Interview
Significant experience of successfully working with a range of human resources IT systems and applications including an HR and Payroll System and online recruitment	x		Application Form/ Interview
Experience of working with Resourcelink HR and Payroll System, Stonefish on-line recruitment system and Agresso finance system		x	Application Form/ Interview
Experience of working with sensitive and confidential data and a good working knowledge of GDPR requirements	x		Application Form/ Interview
Significant experience of successfully working with a range of management information manipulating and presenting data as appropriate	x		Application Form/ Interview
Experience of successfully developing and maintaining effective working relationships with a wide range of stakeholders	x		Application Form/ Interview
Experience of helping with the management of change management processes	x		Application Form/ Interview
Experience of direct involvement with implementing new HR IT systems		x	Application Form/ Interview
Experience of successfully managing/supervising a full life cycle human resources operational team	x		Application Form/ Interview
Other requirements			
Customer focused approach.	x		Interview
Excellent understanding of equality and diversity legislation and good practice and commitment to its application	x		Interview