

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

JOB DETAILS:

Job Title: Senior HR Coordinator (Administration) **Department:** Human Resources

Location: Head Office

Status: Permanent

Hours: 20 hours per week

Reporting to: Senior Head of HR

| FACTOR | ESSENTIAL | DESIRABLE |
|--|---|---|
| Qualifications & Experience | <ul style="list-style-type: none"> • Good general educational background. • Previous experience in a demanding administration role • Sound administration experience • Experience of working with confidential information and maintaining its security | <ul style="list-style-type: none"> • Working knowledge of HR • Experience of data entry into a complex system • Knowledge of Staffology HR System • Level 3 CIPD qualification. |
| Skills & Knowledge Range and level of skills | <ul style="list-style-type: none"> • Proficient skills in MS Office • Ability to maintain confidentiality and compliance with General Data Protection Regulation requirements • Good communication skills, both written and oral, and confident to communicate with a wide range of people using different methods • Excellent interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels • Demonstrates a high level of accuracy in work • An organised and process driven approach to work. | <ul style="list-style-type: none"> • Ability to analyse information and data to make judgements on issues presented |

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| <p>Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving</p> | <ul style="list-style-type: none">• Highly organised individual, able to work to tight deadlines• Ability to prioritise and meet deadlines, multi task and re-prioritise work• Strong attention to detail and to high standards in customer care• Positive self-starter, keen to find better ways to deliver tasks and objectives• An excellent team worker - open and communicative, keen to help others achieve their objectives• Calm and positive under pressure | |
| <p>Other Requirements</p> | <ul style="list-style-type: none">• Standard DBS Disclosure | |