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| **Specific Experience** |
| **Essential**   * Experience of providing specialist advice and guidance to a range of stakeholders * Experience of working within administration processes and procedures * Experience of managing HR related projects e.g., wellbeing, induction * Experience of creating generalist HR activity including recruitment and selection * Experience of manipulating and maintaining data * Experience of using HR systems * Experiences of report writing * Experience of relationship building with stakeholders * Experience of managing a small team   **Desirable**   * Experience of managing training systems |
| **Education, Qualifications & Training** |
| **Essential**   * CIPD Qualification to Level 3   **Desirable**   * CIPD Qualification to Level 5 * Payroll Qualified or equivalent experience |
| **Abilities, Skills & Knowledge** |
| **Essential**   * Sound knowledge of employment law legislation and statutory regulations * Ability to manage data * Ability to deal with difficult, challenging, and sensitive situations * Ability to work restoratively * Ability to work with a range of stakeholders * Problem solving, solution focused, negotiating and flexible approach * Ability to maintain confidentiality of information * Excellent IT skills including MS Word, Excel, Outlook, * Excellent communication skills including letter writing * Actively work to promote well-being and engagement across the business   **Desirable**   * Knowledge of data base systems * Ability to minute take |

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| Version | 1 |
| Approved by |  |
| Date Approved |  |
| Date Published |  |
| Review Date |  |