|  |
| --- |
| **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
 |

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