

PERSON SPECIFICATION

Job Title	Senior HR Advisor		Department	Central / Support
REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD	
Education and knowledge:	<p>Hold current professional qualification in Human Resource Management at Level 5 with the Chartered Institute of Personnel and Development</p> <p>Up to date knowledge of employment legislation.</p> <p>Up to date knowledge of the General Data Protection Regulation</p> <p>Knowledge of best practice human resource management theory and practice including recruitment, attendance management, employee relations, probationary and appraisal, staff training, development and engagement.</p>	<p>Up to date knowledge of Safeguarding legislation</p> <p>The ability to use Microsoft Office at an excellent level.</p>	<p>Application/Interview/Certificates</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>	
Experience required:	<p>Strong ability to present information to others in a clear and concise way; both written and verbal.</p>		Application/Interview	

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	The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome.		Application/Interview
Skills and Abilities:	Excellent written and verbal communication and interpersonal skills.		Application/Interview
	Strong ability to present information to others in a clear and concise way; both written and verbal.		Application/Interview
	Excellent ability to work accurately and with attention to detail.		Application/Interview
	Excellent ability to independently plan, organise and prioritise a busy workload. he ability to work flexibly and respond to change on a daily basis.		Application/Interview
	The ability to work effectively and contribute in a team.		Application/Interview
	The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or difficult situations.		Application/Interview
	Ability to be resilient in response to challenge to secure successful outcomes.		Application/Interview
	The ability to work with confidence and consistency to maintain trust and assurance in the reputation the HR service and Trust		Application/Interview

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<p>Personal Attributes:</p>	<p>Dealing with matters confidentially and sensitively.</p> <p>The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the work place.</p>		<p>Application/Interview</p> <p>Application/Interview</p>
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