

## Personnel Specification

<b>Job Title</b> Human Resources Administrator		<b>Grade</b> Band C/D	
<b>Responsible to</b> Human Resources Director and Human Resources Manager		<b>Responsible for</b>	
<b>Working hours</b> 37 hours per week		<b>Special Conditions</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	N/A	How identified
<b>1. Physical</b>	To be punctual Good attendance record Good written and verbal communication skills Smart appearance			Job and medical history from application form and references. Performance in interview process.
<b>2. Qualifications</b>	5 GCSEs (Grades A-C) including English and Mathematics  Evidence of study post 16			Formal possession of an appropriate qualification to be verified at interview or from records.
<b>3. Experience</b>	Experience in the use of word and excel.  Experience of working in an office/administration environment.	Experience of dealing with customers requiring an excellent telephone manner.		Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

	Essential	Desirable	N/A	How identified
<b>4. Training</b>	Prepared to undertake training in order to develop in the role.			Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.
<b>5. Special Knowledge</b>	.	Understanding of data protection issues in relation to employee information		Qualifications held and demonstration of knowledge at interview.
<b>6. Circumstances (personal)</b>	Attendance at occasional evening meetings/events.	Ability to travel between sites.		Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.
<b>7. Disposition</b> How far does the job require:-	<p>Able to work on own initiative and as part of a team.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Helpful and diplomatic in their interaction with staff and clients.</p> <p>Confident in dealing with a wide variety of people.</p> <p>Able to use discretion.</p>			Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.

<p><b>8. Practical and Intellectual Skills</b></p>	<p>Able to understand and interpret information from a variety of sources.</p> <p>Able to organise own workload.</p> <p>ICT literate.</p> <p>Able to cope with routine work with high levels of attention to detail.</p> <p>Able to communicate at all levels.</p>			<p>Performance in related selection process.</p>
<p><b>9a. Legal Requirements</b></p>	<p>Satisfactory Enhanced DBS Check.</p>			<p>Application form and interview questioning and reference.</p>