

PERSON SPECIFICATION – HR and Business Administrator

Evidence of meeting the selection criteria will be assessed via:		IE	Р
application(A) interview/exercise (IE) or during probation period(P)	A		P
The person will have the following qualifications, knowledge and experience:			
 CIPD level 3 or NVQ Level 3 in Business Administration or demonstr relevant experience 	able X	X	X
GCSE Mathematics and English.	x		x
 Computer literate with demonstratable usage and knowledge of Micro Office Systems including Word, Outlook, Excel, PowerPoint etc. 	osoft X	x	x
• Proven ability in HR / administrative / business process areas of work.	x	x	x
 Proven experience of working as part of a team and dealing with confide workforce issues 	ntial X		x
Diary management for CEO	x		x
Analytical experience to monitor and develop workforce initiatives	x	x	x
Research and evidence based decision making for workforce initiatives	x		X
The person will have the following skills and abilities:			
 Good written and verbal communication skills including minute taking, diary management and report writing. 	X	X	X
 Competent with IT, social media and in all Microsoft Office Systems, MS Teams and Zoom. Familiar with working to a digital and marketing strate 		x	x
Accurate database management skills	x		х
• Excellent organisation, time management and prioritisation skills	x		х
Able to advise senior leaders on sensitive tasks.	x	x	х
 Articulate, calm, polite and well-motivated with a positive attitude towa others. Ability to represent the charity to the Board on workforce matter 		x	x
• Have a pleasant, friendly and approachable manner.	x	x	x
 The ability to plan their own work, set priorities and complete them with given timescales, occasionally working to tight deadlines 	^{hin} x		x
• A solution focused, problem solving approach to work.	x	х	x

• Can work effectively and efficiently as part of a team and autonomously.	x		x
• Proven ability to maintain confidentiality at all times.	x		Х
 Able to remain up to date with HR legislation and ensure policies and procedures are developed to reflect changes 	x		X
	x	x	x
 Understands the legal frameworks for workforce issues 			
Understands the legal frameworks for workforce issues The following would be desirable:			
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The following would be desirable:			
The following would be desirable: • Experience of working within the voluntary sector	x	x	x