

PERSON SPECIFICATION

Job Requirements	Assessment	Weight
Education & Qualifications <ul style="list-style-type: none"> • Good educational achievements including a Degree or equivalent qualification or experience • Commitment to ongoing personal development which may include working towards formal qualifications within the HR setting 	<p>A</p> <p>A, I</p>	<p>1</p> <p>1</p>
Experience and Knowledge <ul style="list-style-type: none"> • Experience working in an HR advisory role, including, for example, general HR advice, HR administration, recruitment and selection, HR Information systems • Knowledge of current employment legislation • Understanding of HR issues facing the NHS 	<p>All</p> <p>A, I</p> <p>A, I</p>	<p>1</p> <p>2</p> <p>2</p>
Skills and Ability <ul style="list-style-type: none"> • Ability to deal with difficult situations in a professional manner • Strong interpersonal and communications skills, including sensitivity and influence • Ability to recognise and act upon the implications of actions and decisions • Ability to collect, collate and analyse information to enable informed decisions to be made • Competent user of Microsoft office software 	<p>All</p> <p>All</p> <p>I</p> <p>I</p> <p>I</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
Personal Qualities <ul style="list-style-type: none"> • Confident, well motivated, enthusiastic and determined • Team worker • Flexible and adaptable in approach 	<p>All</p> <p>I</p> <p>I</p>	<p>1</p> <p>1</p> <p>1</p>
Personal Circumstances <ul style="list-style-type: none"> • Ability to travel across the health community 	<p>I</p>	<p>1</p>

Assessment	A	Application form/CV	Weight	1	Essential
	I	Interview		2	Desirable
	All	All available data			