

**Person Specification – HR Advisor (Career Grade 5/6)**

**INFORMATION FOR APPLICANTS:** Below are the skills, knowledge, and competencies we need for this role, categorised as either essential or desirable. The final column shows where the hiring team will look for your examples to demonstrate that you are a suitable fit for this position. Further advice and guidance can be found here: <https://www.lancaster.ac.uk/jobs/how-to-apply/>

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| **Qualifications** | | |
| CIPD level 3 CIPD or Certificate in Personnel Practice or equivalent experience/qualification | Essential | Application Form and uploaded CV and covering letter |
| Willingness to work towards CIPD level 5 (if not already achieved) and achieve within 2 years of appointment | Essential | Supporting Statements |
| Effective numeracy, literacy and IT skills (GCSE Maths and English, Grade C/Grade 4 and above, or equivalent) | Essential | Application Form and uploaded CV and covering letter |
| Associate Member of the CIPD | Desirable | Application Form and uploaded CV and covering letter |
| **Experience, Skills and Abilities** | | |
| Demonstrate your experience of how you use your understanding of employment law and HR best practice to proactively advise and support managers on a range of employee relations issues to enhance manager capabilities | Essential | Supporting Statements/ Interview |
| Ability to interpret and analyse data and present this verbally and in writing, identifying data led insights | Essential | Application form/ Interview |
| Excellent IT skills with a working knowledge of Microsoft Office | Essential | Application Form/ Interview |
| Provide examples that demonstrate how you communicate and build relationships effectively with a wide range of people both verbally and in writing | Essential | Supporting Statements/ Interview |
| Provide examples that demonstrate your team working skills to deliver efficient and effective services. | Essential | Supporting Statements/ Interview |
| Pro-active and positive approach to continuous improvement | Essential | Interview |
| Explain how you use your organisational skills and ability to manage complex situations and competing deadlines | Essential | Supporting Statements/ Interview |
| Experience of working with the trade unions | Desirable | Interview |
| Experience of working in a Higher Education Institution (HEI) environment | Desirable | Application Form/ Interview |

**# Essential** - if you do not effectively demonstrate you have this skill, knowledge, or competency we will not be able to shortlist you. Please give detailed answers to provide us with examples.

1. **Application Form and uploaded CV and covering letter** – assessed against the first page of the Application Form and your uploaded curriculum vitae (CV, resume) and letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be scored as part of the shortlisting process.
2. **Supporting Statements** – you will be asked to provide a statement in the online portal to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to invite to interview. Examples of how to structure your answer is available: <https://www.lancaster.ac.uk/jobs/how-to-apply/>
3. **Interview** – you will be asked about this topic if you are invited to an interview. We may ask questions using examples from your current work history or ask you to think about how you’d respond to an example work-related situation.
4. **Test -** We might ask you to undertake a skills test, but you will be given some notice if this is the case.