

PERSON SPECIFICATION
HR Systems Officer
Vacancy Ref: N1484

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
Qualifications		
Degree or equivalent experience	Essential	Application Form
Experience and Knowledge		
Experience of working in an HR environment and knowledge of general HR activities.	Essential	Supporting Statements/ Interview
A working knowledge of CoreHR or similar HR software systems.	Essential	Supporting Statements/ Interview
Experience of writing and analysing complex data reports.	Essential	Supporting Statements/ Interview
Experience of working with HR data.	Essential	Interview
Working knowledge of Oracle Discoverer or similar reporting tools (Cognos, Business Objects etc.)	Essential	Interview
Knowledge and a working understanding of information security especially in relation to the efficient transfer of data.	Essential	Interview
Experience of producing the staff return for the Higher Education Statistics Agency (HESA)	Desirable	Interview
Skills and Abilities		
Ability to present accurate information in a range of outputs.	Essential	Interview
Advanced level user of Microsoft Office including the ability to configure mail merges calculations and excel formulae.	Essential	Supporting Statements
Ability to provide user support and training ensuring that appropriate communication methods are applied.	Essential	Interview
Ability to convey an appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statements
Able to work in a team and enthuse and motivate others to achieve results.	Essential	Interview
Personal attributes		
Positive and optimistic outlook, with a customer focused can-do attitude.	Essential	Interview/Online Test
Personal resilience; Adapts and responds well to change, manages pressure effectively and copes well with setbacks	Essential	Interview/Online Test
Professional Credibility	Essential	Interview/References
Results driven with high standards for quality.	Essential	Application/Interview/Supporting Statement/Online Test

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.