

PERSON SPECIFICATION
HR Advisor – Reward
Vacancy Ref: N1501

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
The ability to prioritise workloads to meet competing deadlines.	Essential	Supporting Statements/ Interview/Test
The ability to work effectively as part of a team and demonstrate a flexible and proactive approach to work and colleagues.	Essential	Supporting Statements/ Interview
Experience of working in a busy office environment.	Essential	Application form/ Interview
Being able to communicate effectively and professionally with a broad range of audiences in both written and verbal means.	Essential	Supporting Statements/ Interview
Confident and experienced user of Microsoft Word, Excel and Adobe Acrobat.	Essential	Supporting Statements/ Test
Excellent attention to detail and the ability to draft formal documents accurately under time pressures.	Essential	Application form/ Supporting Statements/ Interview/Test
Experience of interpreting and summarising complex information.	Essential	Supporting Statements/ Interview/Test
The ability to quickly learn new systems and processes.	Essential	Supporting Statements/ Interview
Hold or be working towards either a Level 3 or Level 5 CIPD qualification.	Desirable	Application form/ Interview
Experience of managing or supervising team members.	Desirable	Application form/ Interview
Experience of arranging and minuting meetings.	Desirable	Supporting Statements/ Interview
An understanding of pay and non-pay benefits.	Desirable	Supporting Statements/ Interview
Experience of handling confidential information and knowledge of Data Protection principles.	Desirable	Supporting Statements/ Interview

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- **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, presentation etc.