

PERSON SPECIFICATION
HR Advisor – Reward
Vacancy Ref: N1879

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Well-developed skills to manage workload of self and others, and plan longer-term activity, to meet competing deadlines whilst maintaining confidentiality at all times	Essential	Supporting Statements/ Interview/Test
Experience of planning, improving and managing work processes within a busy office environment	Essential	Supporting Statements/ Interview
The ability to work effectively as part of a team and demonstrate a flexible and proactive approach to work and change	Essential	Application form/ Interview
Able to communicate effectively and build professional relationships with a broad range of audiences both internal and external to the organisation by written and verbal means	Essential	Supporting Statements/ Interview
Excellent attention to detail and the ability to draft formal documents accurately under time pressures	Essential	Application form/ Supporting Statements/ Interview/Test
Confident and experienced user of Microsoft Word, Excel and Adobe Acrobat	Essential	Supporting Statements/ Test
The ability to motivate and maintain high levels of performance in others	Essential	Supporting Statements/ Interview
Experience of interpreting and summarising quantitative and qualitative complex information, and able to present in written and verbal forms	Essential	Supporting Statements/ Interview/Test
The ability to quickly learn new systems and processes	Essential	Supporting Statements/ Interview
Knowledge of Data Protection principles and employment legislation	Desirable	Supporting Statements/ Interview
Hold or be working towards either a Level 3 or Level 5 CIPD qualification	Desirable	Application form/ Interview
Experience of arranging and minuting committee meetings	Desirable	Supporting Statements/ Interview
An understanding of pay and non-pay benefits	Desirable	Supporting Statements/ Interview

- **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.