Person Specification
HR Systems Advisor

Criteria	Essential/ Desirable	CV/Cover letter/ Interview*
Degree or equivalent relevant HR systems experience	Essential	CV/ Cover letter/ Interview
Experience of working with large, complex data sets including restricted and sensitive information	Essential	Interview
Experience of creating user documentation and training materials	Essential	CV/ Cover letter/ Interview
Advanced IT skills and the ability to extract and analyse data from information management systems using business intelligence reporting tools such as Oracle Discoverer, Cognos etc.	Essential	CV/Cover letter/Interview
High level of competency with Excel, and good working knowledge of other Microsoft Office Applications	Essential	CV/ Cover letter/ Interview
Experience of being part of a project management team and the ability to demonstrate project management process knowledge	Essential	CV/ Cover letter/Interview
Excellent time management skills, with the ability to adapt to changing priorities while continuing to meet deadlines	Essential	Interview
Evidence of the ability to deal with ambiguity and recognising the challenges and opportunities afforded by a flexible role and flexible agile working.	Desirable	Cover letter/Interview