

PERSON SPECIFICATION
HR Systems Officer

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Qualifications		
Relevant experience of working within Systems Information team.	Essential	Application Form
Experience and Knowledge		
Experience of working in a data systems environment and knowledge of general HR activities.	Essential	Supporting Statement/Interview
A working knowledge software systems, preferably HR/Payroll Systems.	Essential	Supporting Statement/Interview
Experience of writing and analysing complex data reports.	Essential	Supporting Statement/Interview
Working knowledge of data 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 working within a fast paced, complex organization.	Desirable	Application Form/Interview
Experience of working with large datasets such as Pension returns and RTI submissions.	Desirable	Interview
Skills and Abilities		
Advanced level user of Microsoft Office including the ability to configure mail merge calculations and excel formulae.	Essential	Supporting Statement/Interview
Ability to provide user support and training ensuring that appropriate communication methods applied.	Essential	Interview
Ability to convey appropriate rationale and interest in applying for this particular post.	Essential	Supporting Statement/Interview
Able to work in a team and enthuse and motivate others to achieve results.	Essential	Interview
Personal resilience; Adapts and responds well to change, manages pressure effectively and copes well with setbacks	Essential	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 as part of their application 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.