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|  | **Application** | **Interview** |
| **Qualifications** |  |  |
| Partially completed or working towards a CIPD qualification / or have significant relevant experience  Educated to degree level or equivalent | ✓  ✓ |  |
| **Experience** |  |  |
| Proven experience of working in a busy office in an HR environment  Administering payroll and calculating staff entitlements  Managing computerised HR database and other office systems and using them to collate and analyse data  Providing quality first-level HR advice and knowing when to escalate  Commitment to equal opportunities practice and behaviour  Excellent IT skills, to include word processing, Excel spreadsheets and database skills | ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓  ✓ |
| **Skills** |  |  |
| High levels of numeracy with accuracy and attention to detail  Strong communication skills, at all levels, both written and verbal  Can manage own workload  Ability to meet targets and deadlines in a pressurised environment and to prioritise appropriately  Tact and diplomacy to work with confidential information and build relationships  A good team worker | ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓ |