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|  | **Application** | **Interview** |
| **Qualifications** |  |  |
| Partially completed or working towards a CIPD qualification / or have significant relevant experienceEducated to degree level or equivalent | ✓✓ |  |
| **Experience** |  |  |
| Proven experience of working in a busy office in an HR environmentAdministering payroll and calculating staff entitlementsManaging computerised HR database and other office systems and using them to collate and analyse dataProviding quality first-level HR advice and knowing when to escalateCommitment to equal opportunities practice and behaviourExcellent IT skills, to include word processing, Excel spreadsheets and database skills | ✓✓✓✓✓✓ | ✓✓✓✓✓✓ |
| **Skills** |  |  |
| High levels of numeracy with accuracy and attention to detailStrong communication skills, at all levels, both written and verbalCan 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 relationshipsA good team worker  | ✓✓✓✓✓ | ✓✓✓ |