



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: HR Administrator (Salaried)

Department/Division: Human Resources

Accountable to: HR Operations Manager

Competency	Criteria	E/D
Knowledge and experience	• Experience of working in an HR environment	E
	• An understanding of employment law and immigration compliance	E
	• Knowledge of HR systems	E
	• Experience of advising colleagues and managers on organisational processes, policies, and procedures	D
	• Demonstrable experience of providing a high standard of customer service	E
	• Good working knowledge of Microsoft Office: Word, Excel and Outlook	E
	• Ability to deal professionally with confidential information and maintain discretion	E
	• Evidence of producing work that requires a high level of accuracy and attention to detail	E
Communication	• Clear and concise written and spoken English	E
	• Ability to communicate with a wide variety of people, at all levels, using the most appropriate format and tone	E
	• Ability to use own initiative, be proactive and solution orientated	E
Teamwork and motivation	• Experience in actively contributing towards team annual and cyclical objectives	E
	• Ability to sustain momentum and a positive approach in a pressurised environment	E
	• Flexibility and willingness to undertake a varied range of administrative tasks for the HR Division	D



	• Ability to encourage and motivate other team members	E
Service Delivery	• Ability to follow administrative procedures in an accurate and timely manner	E
	• Ability to develop good working relationships with internal and external contacts	E
	• Experience of showing initiative to improve processes	D
Planning and organising	• Ability to prioritise workload and to manage several tasks effectively and accurately, maintaining attention to detail	E
	• Experience of working independently, but also able to recognise when a problem should be escalated	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.