**PERSON SPECIFICATION (PS)**

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

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| **Job Title:**  | Human Resources Administrator | **Job ref no:** | HR-0110-25 |
| **Grade:**  | 2  | **Department:** | Human Resources – Professional Services Department |
| **Accountable to:**  | HR Advisor | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:**  | Claire Druce/ Cath Bristow | **Date PS created/ reviewed:** | 07/05/2025 |

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| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| **Knowledge and Experience**  | Administration skills and experience.Experience of using IT systems.Good numerical skills.High attention to detail and the ability to produce work that is accurate.Ability to maintain strict confidentiality at all times and in all circumstances. | Experience working in HRExperience of working with computerised databases such as iTrent and Stonefish. |
| **Communication** | Good standard of spoken English and the ability to confidently interact and engage with people at all levels.Be open and honest in communications but remain diplomatic and respectful of others. |  |
| **Service Delivery** | Flexible, adaptable and proactive.Excellent customer service. Flexible approach to work at our Camden Campus if required. |  |
| **Planning and Organising** | Able to follow a list of guidelines and instructions (verbal or written) to deliver results and meet deadlines.Ability to multitask and to adjust work priorities to meet changing demands. |  |
| **Decision Making** | Ability to work on your own initiative when necessary and without close supervision on routine matters. |  |
| **Team Work and Motivation**  | Ability to work effectively as part of a team.Flexible approach to provide cover for colleagues and take on additional duties as required. |  |
| **Developing Self and Others** | Seek and respond well to feedback. Interest in working in HR. |  |