

Human Resources Administrator

Person Specification

Attributes	Essential	Desirable
Qualifications	<p>Membership of CIPD or equivalent or working towards</p> <p>HNC or equivalent level of qualification in a related field.</p>	<p>Certificates in project co-ordination / management</p> <p>Certificates in the creation and development of learning and development interventions.</p>
Experience	<p>HR & Training administration.</p> <p>Providing credible HR and/or Training advice to managers and employees.</p> <p>Use of HR and/or Learning Systems.</p> <p>Experience of dealing with people at a wide variety of levels.</p>	<p>Project planning / co-ordination</p> <p>Events management / co-ordination.</p> <p>Process development. Use of PowerBI.</p>
Skills/Knowledge	<p>Generalist HR knowledge, including recruitment, training, employee relations and employee engagement.</p> <p>Competent IT skills, in particular experience using Word and Excel.</p> <p>Strong written & spoken communication skills.</p> <p>Demonstrable</p>	<p>Working knowledge of funding sources for staff development.</p>



	organisational skills.	
Other	Confident and motivated Ability to work on own initiative or as part of a team Able to prioritise workload and work to deadlines. Positive, flexible attitude to work. Ability to work with confidential information	