

**PERSON SPECIFICATION**

**POST TITLE: HR Service Assistant**

**Essential skills for this post**

* Qualification in HR such as one or more of the following:-
* Post-Graduate Certificate
* Post-Graduate Diploma
* Experience of working in a fast-paced environment
* Understanding of current employment law and best practice including the Employment Rights Act, Equality Act and Data Protection Act.
* Commitment to personal and professional development.
* Commitment to researching employment law changes and best practice to be able to advise third parties.
* Professional written and spoken communication skills to explain HR processes to a range of people in simplified terms.
* Ability to handle sensitive information with discretion, to respect confidentiality and demonstrate integrity.
* Proficient in use of Microsoft office packages and case management systems (Salesforce).
* Collaborative approach and willingness to adapt the role and take on new responsibilities as the service develops.
* A flexible approach to work.
* Being a confident team player and proactive with good organisational skills, diary management and a desire to help.

**Desirable**

* Degree in HR
* Member of CIPD.
* Background or experience within the third sector.
* Experience of writing bulletins, information notes and articles summarising employment law information.
* Experience in recruitment and selection.