

## HUMAN RESOURCES ADMINISTRATIVE SUPPORT - PERSON SPECIFICATION

<b>Experience</b>	<ul style="list-style-type: none"> <li>• ... of working within Human Resources (preferably generalist)</li> </ul>
	<ul style="list-style-type: none"> <li>• .... of using and administering computerised Human Resource database (currently using SelectHR)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD qualified, or actively working towards a CIPD Level 3</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understand &amp; can articulate employment issues</li> </ul>
	<ul style="list-style-type: none"> <li>• You are able to use a range of IT packages to support your work and are willing to learn to use new ones as required</li> </ul>
	<ul style="list-style-type: none"> <li>• Understanding, demonstrated in practice, of how diversity is important for an employer like Newlon</li> </ul>
<b>Core Competencies</b>	<b>Liaising and Networking:</b> <ul style="list-style-type: none"> <li>• Proactively keeps abreast of changing legislation and best practice that may have an impact on Newlon's working practices</li> </ul>
	<b>Planning and organizing:</b> <ul style="list-style-type: none"> <li>• Prioritises work in a realistic way to meet deadlines. Works systematically and able to effectively manage several tasks of some complexity at once.</li> </ul>
	<b>Achieving results and quality focus:</b> <ul style="list-style-type: none"> <li>• Follows organization procedures and demonstrates ownership &amp; responsibility to achieving own and team objectives.</li> </ul>
	<b>Communication:</b> <ul style="list-style-type: none"> <li>• Selects the most appropriate mode of communication for the audience and communicates in a clear and understandable way, with sensitivity and diplomacy, coming across to others as positive and approachable. Maintain confidentiality at all times where appropriate</li> </ul>
	<b>Customer Focus:</b> <ul style="list-style-type: none"> <li>• Manages customer expectations and applies organization policies to give an effective service to both internal and external customers whilst maintaining accurate records and information.</li> </ul>

	<b>Financial and Numeric Awareness:</b> <ul style="list-style-type: none"> <li>• Accurately compiles or enters numerical data. Able to perform basic calculations relating to pay and conditions of service</li> </ul>
	<b>Judgement and decision-making:</b> <ul style="list-style-type: none"> <li>• Before providing information to others, can make sound judgements and decisions based on information available or research. Consults with colleagues where appropriate</li> </ul>
	<b>Working with others:</b> <ul style="list-style-type: none"> <li>• Builds rapport and good working relationships with team members and other colleagues within the organization. Knows when to share information.</li> </ul>
	<b>Influencing and Negotiation</b> <ul style="list-style-type: none"> <li>• Holds constructive discussions with others and demonstrates a clear point of view</li> </ul>