

## PERSON SPECIFICATION: HR Advisor

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<p>5 GCSEs or equivalent. Pass in Maths and English</p> <p>Working towards Level 5 CIPD Qualification in HRM or HRD</p>	<p>Level 7 CIPD Qualification in HRM or HRD</p>
<b>Experience</b>	<p>Knowledge of HR best practice, and relevant legislation; especially recruitment</p> <p>Understanding of current legislation and practice around the safeguarding of vulnerable groups</p> <p>Experience of managing disciplinaries, and performance-related staff issues.</p> <p>Ability to produce and analyse statistical data and compile into reports</p>	<p>Understanding and awareness of personnel issues for staff in an establishment for people with autism or other special needs.</p> <p>Experience of working in the charity and/or educational setting.</p>
<b>Skills</b>	<p>Ability to work at a senior HR level in an organisation with a multi-professional workforce</p> <p>Ability to work independently, under pressure, and meeting deadlines in a pressured environment.</p> <p>Able to apply legislation and good practice effectively to practical situations</p> <p>Able to generate creative solutions to problems</p> <p>Able to think analytically and work logically</p> <p>Strong IT skills including Microsoft Office and HR databases</p>	

	Essential	Desirable
	<p>Strong time management and organisation skills.</p> <p>Positive, flexible and enthusiastic attitude</p>	
Essential personal qualities	<p>Able to develop strong working relationships across all staff groups</p> <p>Able to communicate sensitively to wide range of audiences</p> <p>Ability to maintain confidentiality</p> <p>Uses initiative.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	