



Sovini

Person Specification

Job title	HR Services Co-ordinator
Directorate	Organisational Development
Team	People and Learning
Salary	£26,010

		Desirable / Essential	Method of assessment
Qualification	Certificate in HR Practice	D	AF & C
	GCSE Maths and English or equivalent	E	AF & C
Experience	Experience of working in an office environment	E	AF & I
	Experience of using HR & Payroll systems	D	AF & I
	Experience of managing people successfully	D	AF & I
Knowledge, skills and abilities	Methodical and highly accurate approach to work	E	AF, I & T
	Ability to meet deadlines	E	AF & I
	High degree of confidentiality at all times when dealing with sensitive information	E	AF & I
	Excellent communication skills, possessing the ability to communicate with staff at all levels of the Organisation	E	AF & I & T
	Able to organise and prioritise own workload in line with business needs	E	AF & I & T
	Ability to use Microsoft office including excel, PowerPoint and word and produce reports	E	AF & I

Other	Driving license and own vehicle	E	AF & I
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AF = Application Form

AC = Assessment Centre

I = Interview