

HR EA Person Specification

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below:

JOB TITLE:	HR & Executive Assistant		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Ideally working towards CIPD level 5 or above or educated to A level or equivalent standard	X		CV / Interview
Good level of general education including GCSE Maths and English.	X		CV / Interview
Committed to learning and professional CPD.	X		CV / Interview
Skills and/or Abilities			
The postholder must be able to demonstrate a commitment to and the ability to role model our values.	X		CV / Interview
Ability to deal with sensitive information with discretion and to maintain confidentiality at all times	X		CV / Interview
Strong attention to detail.	X		CV / Interview
Ability to think creatively and use own initiative	X		Interview
Ability to plan and prioritise own time and be self-motivated	X		CV
To have a personal presence that generates respect and credibility	X		CV / Interview
Hands-on, with a proactive approach	X		CV / Interview
Exceptional organisational skills with the ability to manage changing priorities, multiple requests and moving deadlines	X		CV / Interview
Good interpersonal skills with the ability to gain commitment and support from across the organisation.	X		
Ability to draft policies and procedures	X		CV / Interview
Ability to write reports and minutes	X		CV / Interview
Ability to work effectively in an open-plan environment within the wider business	X		CV / Interview
Evidence of commitment to and delivery of high-quality services and commitment to continuous improvements	X		CV / Interview
Excellent knowledge of Microsoft Office	X		CV / Interview
To be skilful in the application of HR and payroll IT systems	X		CV / Interview
Good understanding and knowledge of UK employment law and its application including GDPR.	X		CV / Interview
Ability to deliver effective training on HR and management issues		X	CV / Interview
Experience			
Experience in servicing formal meetings and committees	X		CV / Interview
Proven experience of HR administration and operational issues	X		CV / Interview
Experience of the practical application of employment law	X		CV / Interview

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Experience implementing HR and general HR best practice, for example, in the areas of discipline, grievance, capability and restructuring				X	CV / Interview
Experience of influencing, persuading and negotiating with others in a positive way				X	CV / Interview
Experience in policy development, implementation and evaluation				X	CV / Interview
Exposure to supporting complex projects such as restructures, employee engagement or other relevant HR projects				X	CV / Interview
Other Requirements					
Commitment to Refugee Resource's core values and strategic direction.			X		CV / Interview
Committed to personal development.			X		Interview
Willingness and ability to work occasional evenings and weekends to maintain service delivery.			X		CV / Interview
Provide leadership, including by modelling positive behaviours to the staff team.			X		Interview
Maintain a basic knowledge and understanding of issues affecting refugees and asylum-seekers, and of mental health issues.			X		Interview
To undertake any other duties as may be required from time to time, which are commensurate with the nature of the post.			X		Interview