



Person Specification

Post title: HR Assistant **Post Ref:** DC/HRA/2017

Summary of Job: To provide HR and Administrative assistance

Diverse Cymru is an Equal Opportunities Employer and requires its employees to believe in equality and the rights of all people, both in terms of equal opportunity for employment and access to services. We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue working where they develop a disabling condition.

Attribute	Essential Criteria	Desirable Criteria	How Identified
Qualifications	<ul style="list-style-type: none"> • Good standard of higher education or able to evidence equivalent knowledge and experience and/or • Two or three A levels along with up to five GCSEs (grades A-C), including English and maths or alternative qualifications 	<ul style="list-style-type: none"> • CIPD qualification • Educated to degree level 	Application form and selection process. Professional Membership of relevant organisations Certificates
Education /	<ul style="list-style-type: none"> • Evidence of continuing professional development and training 		Application form and selection

Training			process
Knowledge / Experience	<ul style="list-style-type: none"> • Successful experience of working in a complex administrative role within an HR environment. • Numeracy and literacy skills, including percentages and decimals, grammar and spelling. • Successful experience of using an HR/Payroll and/or online recruitment systems. • Able to demonstrate working knowledge of Microsoft Word and Excel and the use of standard office equipment. • Awareness of relevant employment legislation as it is related to the role. 	<ul style="list-style-type: none"> • Practical experience in HR • Practical experience in general administrative /office duties 	Application form and selection process
Planning and Organisation	<ul style="list-style-type: none"> • Ability to effectively organise allocated work activities, work to tight deadlines and assist in the effective organisation or non-standard tasks and events. • Proven organisation skills. • Attention to detail. 		Application form and selection process
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of equality and diversity issues within a human resources context • Knowledge of employment law • Knowledge of business administration/general 	<ul style="list-style-type: none"> • Knowledge of Health and Safety legislation • Knowledge of Direct 	Application form and selection process Certificates and Memberships

	<p>administration</p> <ul style="list-style-type: none"> • Proficient in the use of software packages and Microsoft office software. • Proficient in use of online recruitment and HR software systems. 	<p>Payments/Social Care</p> <ul style="list-style-type: none"> • Knowledge of Project Work 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to use appropriate judgement to seek and clarify detail where appropriate. • Ability to work independently to solve a range of problems relating to HR and administrative processes. • Ability to plan workload throughout the month, to ensure payroll changes are completed in advance of the payroll deadline(s). • Ability to analyse data and present summary information in a clear and concise format. • Ability to solve a range of problems by responding to varying circumstances, whilst working within standard procedures. 		Application form and selection process
Team Work	<ul style="list-style-type: none"> • Willingness to contribute to team efficiency through sharing information and constructively supporting others. • Experience of providing informal training/coaching to 		Application form and selection process

	colleagues in relation to administrative tasks.		
Communicating and Influencing	<ul style="list-style-type: none"> • Ability to provide accurate and timely guidance and advice, explaining established policies and procedures as required. • Ability to recognise when issues need to be passed to a senior colleague for authorisation. • Ensure high levels of confidentiality and communication are maintained at all times. 		Application form and selection process
Disposition / Adjustment / Attitude	<ul style="list-style-type: none"> • Ability to work across disciplines • Excellent inter-personal skills, able to work with possible conflict and challenges using tact and diplomacy • Ability to develop and nurture a cohesive and supportive working environment • Commitment to the values of Diverse Cymru • Ability to work on own initiative, prioritise and organise own workload 	<ul style="list-style-type: none"> • Knowledge of equality, diversity • Knowledge of social care 	Application form and selection process
Circumstances / Personal	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • No contra-indications in personal background or criminal 		Application form and selection process

	<p>record indicating unsuitability to work with children / young people / vulnerable clients/finance (DBS check required as appropriate.)</p> <ul style="list-style-type: none">• Must have access to own transport		Documentation
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