

Barcan+Kirby

Person specification

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Job Title HR Assistant
Reporting to HR Manager
Date April 2017

	ESSENTIAL	DESIRABLE
Knowledge + Experience		
	<ul style="list-style-type: none"> + Previous HR administration experience + IT literate with experience of using Microsoft Office (particularly Word and Excel) + Discretion with confidential information and experience of the Data Protection Act. + Excellent customer liaison, service and delivery 	<ul style="list-style-type: none"> + Good basic knowledge and understanding of effective HR + Basic employment law knowledge
Qualifications		
	<ul style="list-style-type: none"> + GCSE in English Language and Mathematics or equivalent 	<ul style="list-style-type: none"> + CIPD Level 3 or equivalent
Skills + Competencies		
Team Orientation	<ul style="list-style-type: none"> + Able to work independently, on own initiative (as part of a small team) but is also an effective and willing team member + Ability to self-motivate + Takes personal pride in their work and is committed to producing work of highest quality, shows initiative in improving results 	<ul style="list-style-type: none"> + Able to generate new ideas, think creatively & find new & original solutions to problems
Communication	<ul style="list-style-type: none"> + Excellent inter-personal skills to deal with all internal and external clients and takes pride in excellent service delivery + Can communicate effectively with people at all levels 	

People Management	<ul style="list-style-type: none"> + Ability to prioritise, manage & deliver your own work within agreed deadlines & to the required standards + Able to balance tasks & structure own workload to make the best use of your time & resources, whilst delivering to deadline 	
Customer Focus	<ul style="list-style-type: none"> + Has a strong sense of the essential need to maintain confidentiality and acts accordingly in line with current legislation 	
Results-orientation	<ul style="list-style-type: none"> + Ability to work calmly and maintain a disciplined approach to the task under the pressure of deadlines and/or changing objectives 	
Problem-solving	<ul style="list-style-type: none"> + Is flexible and has a willingness to get involved in other tasks and to learn, along with a positive 'can do' approach 	<ul style="list-style-type: none"> + Able to seek out relevant information to assist with decision making + Uses own initiative to make sound decisions
Special circumstances		
i.e. Shift Work Hours of Work Weekend Work Extensive travel	<ul style="list-style-type: none"> + Full Time 9.00am – 5.15pm (Monday to Friday) + Kingswood Office + Travel between offices will also be required. 	