

**RICHMONDSHIRE DISTRICT COUNCIL
HR SERVICE
PERSON SPECIFICATION**

HR ADVISOR

Criteria will be assessed via the submitted application form (A), Interview (I) and Test (T)

	Essential	Desirable
Qualifications	1. Level 5 CIPD qualified or equivalent (A)	
Experience	2. Experience of working in HR with evidence of broad generalist activity (A,I)	
Knowledge	3. Knowledge of current employment legislation and ACAS codes of practice (A,I,T) 4. Working knowledge of the principles of GDPR and its practical application (A,I)	a. Awareness of HR issues/challenges facing the Public Sector (A, I)
Personal aptitudes and skills	5. Understands the role of HR and is committed to providing an appropriate and responsive service (I,T) 6. Ability to analyse issues and information providing realistic, practical solutions based on good HR practice (I,T) 7. Has the confidence and ability to make decisions and provide advice appropriate to level of responsibility (I,T) 8. High level of persuasive skills, with an ability to remain professional and be respectful to the feelings and needs of others (I,T) 9. Ability to, and an understanding of the importance of, providing appropriate, thorough and complete documentation to a high level of accuracy. To include: correspondence, policy and procedure documents, reports (A,I) 10. Able to modify style of communication to suit audience (I) 11. Ability to use a range of Microsoft Office applications, electronic HR system and produce payroll and management information reports to a high level of accuracy (A,I)	b. Ability to use Microsoft Onenote, or equivalent (A, I) c. Ability to use Business Objects, or equivalent reporting tool (A,I)
Disposition	B. Calm under pressure, even in challenging and emotive situations (I,T) C. Ability to operate independently and also work as part of a team (A,I,) D. Ability to prioritise work to agreed deadlines (I) E. Confidence to challenge existing ways of working (I)	
Other requirements	F. Committed to promoting equality and diversity (A, I) G. Able to work outside of normal working hours on occasion, to meet the requirements of the post (A,I) H. Ability to travel around Richmondshire District Council's sites as and when required (A, I)	