

**RICHMONDSHIRE DISTRICT COUNCIL
HR SERVICE
PERSON SPECIFICATION**

HR SUPPORT OFFICER

Criteria will be assessed via the submitted application form (A), Interview (I) or both (A,I)

	Essential	Desirable
Qualifications	1. 5 GCSE's or equivalent (A)	a. CIPD qualification or equivalent (A,I)
Experience	2. Experience of working in administration with evidence of broad range of activity (A,I)	b. Administrative experience within a HR department (A,I)
Knowledge	3. Understands fully the requirement to handle all information in the strictest of confidence when working within HR (A,I)	c. Awareness of issues/challenges facing HR (A, I) d. Understanding of basic employment law (A,I)
Personal Aptitudes & Skills	4. Ability to, and an understanding of, the importance of providing appropriate, thorough and complete documentation to a high level of accuracy (A,I) 5. Ability to maintain electronic systems and records accurately (A,I) 6. High attention to detail with an ability to co-ordinate recruitment activity accurately and effectively, such as placing job advertisements on websites and co-ordinating interview schedules and taking responsibility for ensuring that they run smoothly (I) 7. Good organisational skills and is committed to providing an appropriate and responsive service (I) 8. Good communication skills, with an ability to remain professional and be respectful to the feelings and needs of others (I) 9. Ability to use a range of Microsoft Office applications (A,I)	e. Ability to use Microsoft Onenote, or equivalent (A, I) f. Ability to use Business Objects, or equivalent reporting tool (A,I) g. Ability to use an electronic HR system (A,I)
Disposition	10. Calm under pressure, even in challenging situations (I) 11. Ability to operate independently and also work as part of a team (I) 12. Ability to prioritise work to agreed deadlines (I) 13. Confidence to challenge existing ways of working (I) 14. Willingness to take responsibility to ensure that tasks are undertaken as required and the desired outcomes are achieved (I)	
Other requirements	15. Committed to promoting equality and diversity (I)	

Updated October2019