

**Person Specification - HR Advisor**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	<p>Educated to degree level</p> <p>Chartered Institute of Personnel and Development (CIPD) qualification or equivalent qualification (we would consider a substantial level of experience as an alternative).</p>	Relevant HR Management qualification
<b>Experience &amp; Knowledge</b>	<p>Proven recent experience in a HR role providing general advice to managers and staff on a wide range of employee relations matters</p> <p>Practical application of HR policies and procedures</p> <p>A thorough knowledge and understanding of employment legislation.</p>	
<b>General Aptitude</b>	<p>The ability to produce clear, concise written communications.</p> <p>Able to use computer packages (Word, Excel, and email).</p> <p>Ability to design and deliver training / briefing sessions to groups of staff.</p> <p>Ability to prioritise own workload in an organised manner</p> <p>Ability to work independently and as part of a team</p>	Ability to design and deliver training / briefing sessions to groups of staff.
<b>Personal Qualities</b>	<p>Able to maintain confidentiality when working with sensitive issues</p> <p>Ability to use your own initiative and judgment.</p> <p>Able to approach work with a flexible attitude.</p>	

