

Person Specification

JOB TITLE: HR-Assistant Occupational Health **POST NO:**

GRADE: 6 **DEPARTMENT:** Governance

HOURS: Part-time

DIVISION: HR/Occupational Health **DIRECTOR:** Mandy Pullen

DATE: 25/10/2018 **COMPLETED BY:** Claudette Bishop OHA

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of administrative and clerical processes 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Excellent IT skills (e.g. Word, Excel, PowerPoint, Outlook, Oracle/) Demonstrable administrative and organisational skills Attention to detail Effective communication skills and confidence to approach all levels of employees and customers Demonstrative initiative, self-motivation, self-management, flexible approach, team worker Able to discuss issues of a sensitive nature with discretion Ability to negotiate and be persuasive Ability to work on own initiative and prioritise workload and to meet deadlines Ability to work confidentially 	<ul style="list-style-type: none"> Numeracy skills with invoice processing experience desirable, though training is available
EXPERIENCE	1-2 years experience, in an administrative role, 1-2	Previous administrative Experience within a health or social care setting
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE standard A-C or equivalent 	<ul style="list-style-type: none"> Desirable relevant qualification e.g. Certificate in Personnel Practice / NVQ Business Administration, willing to work towards relevant qualification if required

PERSONAL CIRCUMSTANCES		
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*