

POST: HR Advisor

<p>ESSENTIAL REQUIREMENTS</p>
<p>EXPERIENCE/QUALIFICATIONS</p> <ul style="list-style-type: none"> • CIPD qualification equivalent to Level 3 or 5 • Good general standard of education or equivalent work related experience.
<p>Work Experience</p> <ul style="list-style-type: none"> • Proven experience of working within a HR function and providing advice and support on HR policies, procedures and practices
<p>Knowledge, skills and abilities</p> <ul style="list-style-type: none"> • Up to date knowledge of employment legislation and HR best practice and the ability to apply this knowledge in practice • A strong understanding of equality of opportunity and diversity issues and the ability to apply this in practice • Ability to deal with difficult and sensitive situations in a diplomatic manner using professional judgement. • Understands the need for strict confidentiality and the need to follow internal policies and procedures • Ability to work under pressure and flexibly in order to meet a varied, wide ranging and demanding workload • Hands-on experience with HR systems (Access SelectHR would be an advantage) • Personable with strong communication and relationship building capabilities across all levels of the business • Ability to retain professional boundaries whilst working closely and effectively with a highly skilled and multicultural workforce • Good IT skills, including the development of HR databases, Word, Excel, Powerpoint and Outlook. • Strong organisational skills, ability to prioritise and delegate • Strong communication and presentation skills • Driven and determined to deliver required results • Practical and logical; able to solve problems quickly • Excellent interpersonal skills based on trust and integrity • Proven ability to work both independently and productively as part of a team • Self-confidence, personal credibility and the ability to support and challenge others appropriately • Friendly and approachable with high emotional intelligence
<p>OTHER SPECIFIC REQUIREMENTS</p> <p>Flexible in working hours to cover holidays and sickness</p>