## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>HR Administrator</th>
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<tbody>
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<td>Programme:</td>
<td>Directorate</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1214</td>
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<td>Grade:</td>
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### QUALIFICATIONS / EDUCATION

**Essential:**
- 2 A Levels or equivalent
- GCSE’ in English and Maths at C grade or equivalent minimum

**Desirable:**
- Certificate in Personnel Practice

### EXPERIENCE

**Essential:**
- Previous experience of providing administrative HR support.
- Previous experience of using HR systems.
- Understanding of HR activities, including an understanding of reporting and record keeping requirements.
- Experience of managing conflicting priorities, while maintaining accuracy and achieving required outcomes.

**Desirable:**
- Previous experience of ADP Freedom.
- Experience of working within Universities and Higher education, Charity / Not for Profit, NGOs or Scientific Organisations.
- Familiarity with current and forthcoming UK employment legislation
- Experience of recruitment, training, payroll and benefits administration and the ability to accurately verify information quickly.

### SKILLS

- Ability to take initiative to make improvements.
- Accurate and attentive to detail.
- Excellent organisational skills.
- Demonstrated communication and interpersonal skills.
- Strong understanding of Word and Excel packages.
- Capable of developing an excellent knowledge of the Company’s policies and procedures.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.

### TYPE OF PERSON REQUIRED

This is an integral post to the People team and will work closely with the Senior HR Business Partner, HR Officer and HR Administrator. The post holder should be highly approachable and professional with a ‘can-do’ attitude who will treat information
confidentiality. Willing to turn their hand to what is needed, this post could suit an individual with drive and enthusiasm for continuous improvement in HR. It is essential that the post holder establishes excellent rapport with staff and colleagues and that they instil confidence amongst colleagues at their confidential approach.

OTHER RELEVANT INFORMATION
The post holder will be expected to interact in a professional manner with clients and partners.
This is not a United Nations Post.