

Person Specification

Post: Trust Human Resources Officer

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> A degree in business administration, social studies or relevant field Further training will be a plus 	<ul style="list-style-type: none"> Working towards a professional HR qualification 	Application
Knowledge and skills	<ul style="list-style-type: none"> Proven experience as an HR officer, administrator, or other HR position Knowledge of HR functions (pay and benefits, recruitment, training and development etc) Understanding of employment laws and disciplinary procedures Proficient in MS Office Outstanding organisation and time-management skills 	<ul style="list-style-type: none"> Knowledge of an HR system is a plus Able to simplify complex issues and develop innovative solutions 	Application Interview References
Personal attributes	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Problem solving and decision making aptitude Strong ethics and reliability Ability to work under pressure Excellent record of attendance 		Application Interview References