**Person Specification**

**HR Advisor**

**Qualifications**

Essential:

* Good general standard of education
* CIPD qualified or studying towards

Desirable:

* Administration related qualification
* HR related qualification

**Experience**

Essential:

* Significant previous experience of working within either a HR advisory or senior administrative role within a fast paced environment
* Experience of supporting managers in all HR matters
* Experience of being the first point of contact for all HR enquiries
* Experience of working with a wide range of people, dealing with the broad spectrum of human resources processes, policies and systems
* Experience of working in an empathetic and empowering way
* Experience of working with databases and assimilating and reporting information
* Experience of working in a dynamic and creative way, solving problems and prioritizing work

Desirable:

* Experience of working within a social care/health or VCSE related environment
* Experience of working within a HR management role
* Experience of supporting and implementing organizational change and development

**Skills**

Essential:

* Excellent administration skills
* High level communication and interpersonal skills
* Excellent customer service skills
* Excellent organisational skills with a logical and structured approach to your work
* Ability to respond to changing needs, pressures and demands and prioritise accordingly
* Strong IT skills to include database systems and Microsoft office, in particular excel and word
* Ability to build effective working relationships
* Ability to analyse and interpret data
* Maintaining boundaries and ensuring clarity and understanding of the role
* Ability to self-manage and be creative in your approach to problem solving
* Ability to remain calm under pressure
* Ability and confidence to work on own initiative

**Knowledge**

Essential:

* Knowledge and understanding of HR legislation, policy and practice
* Knowledge of data protection and confidentiality and best practice approaches
* Knowledge of databases and their application within an operational/administrative role
* Knowledge of Performance Management processes, Training Needs Analysis and other relevant tools to support people management and development
* Equal Opportunities and Diversity

Desirable:

* Issues affecting the lives of adults facing disadvantage
* Social and health care systems and processes
* A working knowledge of relevant legislation including Equality Act, Data Protection, GDPR

**Other Requirements**

* This role will be based in our Worcester office
* A willingness to work flexibly

**Onside People:**

* are **passionate** about what they do
* **value difference**
* are **creative** in their approach
* are committed to **fairness and justice**