



SENIOR HUMAN RESOURCES ADVISOR (Recruitment & Employee Relations)

PERSON SPECIFICATION

		Assessed by
Experience	<ul style="list-style-type: none"> Generalist - Have covered all areas of the Human Resources function Supervisory Experience (Desirable) 	Application Interview
Qualifications	<ul style="list-style-type: none"> CIPD qualified to Level 5 or experience to an equivalent level 	Application
Knowledge and Skills	<ul style="list-style-type: none"> Understanding of current employment issues relating to for example, disciplinary, grievance, absence management and recruitment Strong attention to details, identifying and correcting errors and omissions identification and mitigation of risks 	Application Test Interview
	<ul style="list-style-type: none"> Ability to use a variety of IT packages including administration of databases Ability to use and manipulate spreadsheets in Excel Ability and willingness to adapt to unfamiliar software and systems 	Application Test Interview
	<ul style="list-style-type: none"> Understanding of Equality, Diversity, and Inclusion legislation and best practice and how diversity is important for an employer like Newlon 	Application Interview
Core Competencies	Liaising and Networking: <ul style="list-style-type: none"> Proactively builds links with others both inside and outside the organisation to exchange information, keep up to date and co-operatively develop new ideas. 	Interview
	Planning and organising: <ul style="list-style-type: none"> Planning own work and working in a way that ensures both long and short term work is completed on time, prioritising work to meet deadlines and using IT systems effectively to achieve goals. 	Application Test Interview
	Achieving results and quality focus: <ul style="list-style-type: none"> Follows organisational procedures and achieves results whilst maintaining high standards of quality. Learns from situations and is able to suggest better ways of doing things to achieve the desired outcome. 	Application Interview

	<p>Communication:</p> <ul style="list-style-type: none"> • Communicates in a clear, understandable and accurate way to convey authority, presence and integrity both, orally and in writing, to gain respect from all levels of the organisation and from external partners 	Application Test Interview
	<p>Customer Focus:</p> <ul style="list-style-type: none"> • Provides effective service to internal and external customers, managing expectations in a respectful and supportive way. Proven ability to effectively develop and maintain a wide range of partnerships 	Application Interview
	<p>Financial and Numeric Awareness:</p> <ul style="list-style-type: none"> • Can accurately compile, use and interpret numerical data and use Excel spreadsheets to process and organise business information 	Test
	<p>Judgement and decision-making:</p> <ul style="list-style-type: none"> • Evaluates situations in order to give good advice in line with policies, procedures and good practice. Knows when and how to get senior input to decisions. 	Application Test Interview
	<p>Working with others:</p> <ul style="list-style-type: none"> • Builds rapport and good working relationships with team members and other colleagues within the organisation demonstrating awareness of diversity. 	Application Interview
	<p>Business Awareness and Vision:</p> <ul style="list-style-type: none"> • Getting to know the organisation, its people and businesses. • Proactively maintains an awareness of changing legislation, trends and challenges and understands how these can impact on delivering Newlon's business objectives. 	Application Interview
	<p>Managing Performance</p> <ul style="list-style-type: none"> • Support and leadership in supervising the work of the Human Resources Administrator • Providing constructive feedback 	

Confidentiality

Owing to the nature of the work, the post holder must ensure complete confidentiality is maintained at all times. On no account may staff related issues be discussed with anyone other than the individuals entitled to that information. The Head of HR Operations or Assistant Director People must be consulted if there is any doubt regarding access to confidential information before such information is disclosed.