

HUMAN RESOURCES ADMINISTRATIVE SUPPORT - PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • ... of working within Human Resources (preferably generalist)
	<ul style="list-style-type: none"> • of using and administering computerised Human Resource database (currently using SelectHR)
Qualifications	<ul style="list-style-type: none"> • CIPD qualified, or actively working towards a CIPD Level 3
Knowledge and Skills	<ul style="list-style-type: none"> • Understand & can articulate employment issues
	<ul style="list-style-type: none"> • You are able to use a range of IT packages to support your work and are willing to learn to use new ones as required
	<ul style="list-style-type: none"> • Understanding, demonstrated in practice, of how diversity is important for an employer like Newlon
Core Competencies	<p>Liaising and Networking:</p> <ul style="list-style-type: none"> • Proactively keeps abreast of changing legislation and best practice that may have an impact on Newlon's working practices
	<p>Planning and organizing:</p> <ul style="list-style-type: none"> • Prioritises work in a realistic way to meet deadlines. Works systematically and able to effectively manage several tasks of some complexity at once.
	<p>Achieving results and quality focus:</p> <ul style="list-style-type: none"> • Follows organization procedures and demonstrates ownership & responsibility to achieving own and team objectives.
	<p>Communication:</p> <ul style="list-style-type: none"> • Selects the most appropriate mode of communication for the audience and communicates in a clear and understandable way, with sensitivity and diplomacy, coming across to others as positive and approachable. Maintain confidentiality at all times where appropriate
	<p>Customer Focus:</p> <ul style="list-style-type: none"> • Manages customer expectations and applies organization policies to give an effective service to both internal and external customers whilst maintaining accurate records and information.

	Financial and Numeric Awareness: <ul style="list-style-type: none">• Accurately compiles or enters numerical data. Able to perform basic calculations relating to pay and conditions of service
	Judgement and decision-making: <ul style="list-style-type: none">• Before providing information to others, can make sound judgements and decisions based on information available or research. Consults with colleagues where appropriate
	Working with others: <ul style="list-style-type: none">• Builds rapport and good working relationships with team members and other colleagues within the organization. Knows when to share information.
	Influencing and Negotiation <ul style="list-style-type: none">• Holds constructive discussions with others and demonstrates a clear point of view