

PERSONNEL SPECIFICATION

Job Title:	HR Assistant
Council:	General Council (HR Department)
Responsible to:	The Head of Human Resources
Salary:	£26,000 - £30,500 per annum
Hours:	37.5 hours per week

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1. Qualifications and Knowledge

Essential

- GCSEs in 5 subjects, Grades A-C, including English Language, or equivalent qualification
- OCR (RSA) Stage II in Word Processing or equivalent in qualifications or competence

Desirable

- A Certificate in Personnel Practice (or equivalent qualification) or working towards

2. Relevant Experience

Essential

- 1 years' experience of working in an office environment
- Experience of using Microsoft Office, particularly Word, Excel and Outlook
- A basic knowledge of relevant employment legislation
- Experience of minute taking
- Experience of working with databases

Desirable

- 1 years' experience of working in a HR department, including experience of administration of recruitment exercises
- Experience of working with confidential information and in line with GDPR requirements
- Experience of working within policies and procedures

3. Personal Attributes

Essential

- Good team working and inter personal skills
- Good communication skills, both written and verbal
- Good organisational skills and accuracy in work output
- Able to handle data entry accurately, including for sensitive/confidential matters, with excellent attention to detail
- Able to work on own initiative and to make suggestions for improvement
- Dependability
- Self-motivation
- Flexibility in approach to work demands
- Ability to maintain confidentiality

4. Special Circumstances

Essential

- Willing to work comfortably within the Christian ethos of the Presbyterian Church in Ireland