



SECTION	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Education / qualifications/Training	<p>To have completed a general education (Minimum GCSE English & Maths Grades A-C or equivalent)</p> <p>CIPD qualified (or working towards it)</p>	<p>Application form</p> <p>Application form</p>
Experience	<p>Must have relevant HR experience</p> <p>Must have experience of advising managers staff/pay issues</p> <p>Must have experience of working on projects and managing multiple tasks</p> <p>Must have experience in personnel database administration</p> <p>Must have experience in Microsoft Word/Excel/PowerPoint</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form / Interview</p> <p>Application form/interview</p> <p>Application form / Interview</p>
Knowledge / skills	<p>Demonstrates good interpersonal & listening skills</p> <p>Shows a high standard of written & verbal communication</p> <p>Excellent organisational skills</p> <p>Demonstrates accuracy and attention to detail</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

Work related attributes, qualities, competencies	Works well in a team and provides proactive support to team goals	Interview
	Demonstrates strong influencing skills and the ability to build and maintain credibility with line managers.	Interview
	Demonstrates negotiation skills and the confidence and ability to say no to line managers when required	Interview
	Able to manage priorities and work under pressure in a deadline driven environment.	Interview
	Able to demonstrate examples of self motivation and work related achievements	Interview
	Understands the importance of confidentiality	Interview

Minimum Shortlist Score required: 10

If more than six applicants meet the minimum shortlist score of 10 only the top six score will be interviewed.