

**Person Specification  
Trainee Human Resources Advisor**

<b>Personal attributes required based on Job Description</b> <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	<b>Essential (E) or Desirable (D) Criteria</b>
<b>Qualifications</b>  1. Degree/Level 6 qualification or equivalent experience.	E
<b>Experience</b>  1. Demonstrable experience delivering excellent standards of customer service.  2. Demonstrable experience of dealing with matters confidentially and sensitively.  3. Demonstrable experience of working in a HR department.	E  E  D
<b>Knowledge</b>  1. Up to date knowledge of the General Data Protection Regulation  2. Up to date knowledge of Safeguarding legislation	D  D
<b>Skills and Abilities</b>  1. Excellent written and verbal communication skills with a strong ability to present information to others in an appropriate, structured, clear and concise way.  2. Strong interpersonal skills including active listening and showing empathy, and emotional intelligence in communication.  3. Excellent ability to work accurately and with attention to detail.  4. Excellent ability to take and type comprehensive and accurate notes/minutes.  5. The ability to use strong judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred or escalated.	E  E  E  E

<p>6. Excellent ability to independently plan, organise and prioritise a busy workload.</p> <p>7. The ability to work flexibly and respond to change on a daily basis.</p> <p>8. The ability to work effectively and contribute positively in a team.</p> <p>9. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or difficult situations.</p> <p>10. Ability to be resilient in response to challenge to secure successful outcomes.</p> <p>11. The ability to achieve strong and positive working relationships and to use negotiation skills to achieve a successful outcome.</p> <p>12. Strong analytical and interpretative skills.</p> <p>13. The ability to use Microsoft Office at an excellent level.</p> <p>14. The ability to use Google Suite at an excellent level</p> <p>15. Dealing with matters with respect, confidentially and sensitivity.</p> <p>16. To deliver pride, excellence and ambition in work through a positive, pro-active can do attitude.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Other Attributes</b></p> <p>1. Possess a driving licence and car to be able to travel between the different Academies within the Multi Academy Trust.</p> <p>2. Evidence of continued professional development</p>	<p>E</p> <p>D</p>