**HR Adviser**

**Person Specification**

**Essential criteria:**

* Degree level qualification and /or experience
* CIPD qualified
* Experience and competence gained at HR Adviser level
* Experience in Recruitment & Selection
* Sound knowledge of employment legislation and HR practice
* Experience of writing and updating HR policies in line with best practice
* Experience in Health and Safety with up-to-date knowledge
* Interpersonal, communication and influencing skills
* Strong planning and project management skills
* Organisational, time management and prioritisation skills
* Team working skills
* IT and keyboard skills
* Knowledge of the full MS Office suite, knowledge of databases and HR information management systems

**Desirable criteria:**

* Experience in using Youmanage and LearnPro systems
* Experience in undertaking Equality Impact Assessments