



The Edmund Trust

Person Specification

Job Title: HR Co-ordinator

Date: March 2022

| Qualities | Essential Those qualities which are essential to perform the job. | Desirable Those qualities which allow the job to be performed to the optimum level. |
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| Work Experience Previous experience required to do the job. | Experience of providing professional, high quality, accurate and timely administration support. Experience of using Excel to provide accurate calculations and information. | Previous experience as an effective HR Assistant or Recruiter. Experience of acting in a confidential capacity within job role. |
| Education/Qualifications e.g. academic or professional qualifications. | Level 3 general education, including GCSE grade C or above in Maths and English. | Graduate. CIPD: Certificate in Personnel Practice/HR Administration/Level 3 Foundation Certificate in HR Practice. |
| Skills and Abilities | Ability to create an engaging level of communication using various forms of social media. Microsoft Word and Excel at intermediate level. Excellent use of business English. Excellent communicator with ability to convey information clearly and concisely, to people at all levels. Excellent interpersonal skills and ability to build rapport easily. Excellent organisation and prioritising skills. Able to produce consistent, accurate work without the need for checking. Creative ability to present work in varied and attractive formats. Able to make decisions based on known factors such as procedures. Ability to work under pressure and deliver tasks to completion on time. | Microsoft Word and Excel at advanced level |

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| | <p>Able to work effectively and collaboratively with others within and beyond the team.</p> <p>Innovative approach – ability to think outside the box and willing to explore new ways of doing things to meet operational objectives.</p> | |
| <p>Personal qualities</p> | <p>Friendly, approachable and personable and positive outlook</p> <p>Excellent communication skills and telephone manner</p> <p>Committed to providing a service that meets the needs of the organisation.</p> <p>Empathetic to the needs of those who use the HR service.</p> <p>Able to work appropriately with sensitive and confidential information.</p> <p>Cheerful and resilient.</p> <p>Highly organised and able to juggle numerous tasks and priorities effectively.</p> <p>Team player – works collaboratively with others across and outside the organisation.</p> <p>Flexible approach to working practice and when required, working hours.</p> <p>Committed to continuously improving own work and procedures.</p> <p>Embraces change; working positively to meet operational and organisational objectives.</p> <p>Acts as a good role model to staff team and colleagues.</p> <p>Ethical behaviour: ensures own behaviour is aligned with the values of the charity and confidentiality of an HR professional.</p> | |