



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	Adur & Worthing Councils	
Directorate:	Digital & Resources Directorate	
Section:	Human Resources	
Post Title:	HR Administrator	
Post Number:	1036	
Accountable to:	TBC	
Authority to liaise with:	Council members of staff and managers, members of the public, Trade Union Officials	
Qualifications	Essential	Desirable
	Educated to GCSE English and Mathematics or equivalent to Grade C or above	HR qualification
Professional Registration		CIPD Membership
Knowledge & Experience		
	<p>Extensive administration experience</p> <p>Experience of working with a range of internal and external customers.</p> <p>Experience of working in a busy office carrying out a variety of administration duties.</p> <p>Confident and able to take fast, accurate meeting minutes directly on to a</p>	<p>Previous HR Administration experience within a local authority HR department</p> <p>Knowledge of HR legislation and regulations relating to employment</p> <p>Clear understanding of diversity and equalities in employment & service delivery</p>

	laptop.	
Skills		
Communication/ relationship	Excellent communication and interpersonal skills and ability to communicate complex issues Ability to establish and maintain good relationships with all levels of staff to ensure effective service	Working knowledge of Data Protection Act to ensure that strict confidentiality is maintained where appropriate
Analytical/ judgmental	To be able to reason, negotiate, analyse and problem solve. Confidence to question and challenge situations and use initiative to resolve issues.	
Planning/ organisational	Time management skills required to successfully manage a heavy workload and meet deadlines	
IT	Excellent IT skills e.g. Word, Email, Google, Excel, & Internet.	Experience of Northgate ResourceLink HR/Payroll System, Cognos Reporting & Electronic Document Record Management System - Info@Work Google mail, Google sheets
Other:		
<ul style="list-style-type: none"> ● High standards of accuracy, reliability and integrity ● Ability to work constructively and confidently ● High degree of confidentiality and discretion ● Fast learner 		

Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	
Head of Service (Print name):	
Signature:	
Date:	