



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	Adur & Worthing Councils	
Directorate:	Digital & Resources Directorate	
Section:	Human Resources	
Post Title:	HR Coordinator	
Post Number:	TBC	
Accountable to:	HR Business Partner	
Authority to liaise with:	Council members of staff and managers, members of the public, Occupational Health,	
Qualifications	Essential	Desirable
	Educated to equivalent level (Grade C) GCSE English and Mathematics or an equivalent standard	
Professional Registration		CIPD Membership
Knowledge & Experience		
	<p>Working knowledge of Human Resources, especially in legislation and regulations relating to employment – Preparation of Contracts of Employment</p> <p>Working Knowledge of Employment Law</p>	<p>Knowledge and or experience of the payroll process</p> <p>Experience working with a HR / payroll system</p>

	<p>Clear understanding of diversity and equalities in employment & service delivery</p> <p>Experience of working with a range of internal and external customers</p>	
Skills		
Communication/ relationship	<p>Excellent communication and interpersonal skills both written and verbal and the ability to communicate complex issues</p> <p>Working knowledge of General Data Protection Regulation (GDPR) to ensure that strict confidentiality is maintained where appropriate</p> <p>Ability to establish and maintain good relationships with all levels of staff to ensure effective service</p>	
Analytical/ judgmental	To be able to reason, negotiate, analyse and problem solve.	
Planning/ organisational	Time management skills required to successfully manage a heavy workload and meet deadlines	
IT	<p>Excellent IT skills e.g. Google, Excel, Access & Internet.</p> <p>Experience of HR/Payroll Systems.</p> <p>Ability to take accurate meeting notes electronically, quickly and concisely</p>	Experience of Civica
Abilities		
Mental	<p>High standards of accuracy, reliability and integrity</p> <p>Arithmetic ability sufficient for completion of staffing returns, compilation and interpretation of statistics, routine arithmetical calculations etc.</p>	
Emotional	Ability to work constructively and confidently in a high pressured environment to deadlines	

Other:

- Flexible working
- Commitment to dignity at work and equalities

Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	Karyn Picker
Signature:	September 2021
Head of Service (Print name):	Heidi Christmas
Date:	September 2021