

Recruitment person specification

Position title	HR Administrator, Colleague Experience
Team	HR Onboarding, Human Resources
Directorate	Resources
Responsible to	Senior HR Consultant, Recruitment & Onboarding

Person Specification

Qualifications, training and professional membership	Be able to demonstrate relevant experience of the job	Essential
	Evidence of continuous professional development	Essential
	Educated to SCQF Level 6 (National Certificate) or Level 3 in People Practices, CIPD	Desirable

Role requirements

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Experience of working with HR/recruitment systems	Desirable
Experience of working with Oracle Recruitment	Desirable
Experience of processing high volume transactions; speaking to customers and advising.	Essential
Experience of dealing with changing deadlines and priorities in a demanding environment	Essential
Experience of handling unpredictable circumstances	Essential

Experience of providing excellent customer service, both face to face, and on the telephone	Essential
Experience providing HR advice and guidance in a customer facing environment	Desirable
Knowledge of HR transactions and employment terms and conditions	Desirable
Excellent prioritisation and organisational skills in a high pressure environment	Essential
A proven ability to plan workload and assignments	Essential
Experience of both working on your own, and in a group contributing confidently in a team environment	Essential
Ability to bring forward ideas for improvement and contribute to process effectiveness and customer excellence journey	Essential
Ability to develop relationships in a spirit of working together	Essential