



## Person Specification

Job Title

**People Advisor**

Qualifications		✓
Essential		
• Associate Diploma in HRM (CIPD) or working towards		A/I
Key skills		
Essential		
• Excellent written, oral and interpersonal skills		A/I
• Experience using HR systems and Microsoft Office		A/I
• Coaching and mentoring to improve People management and outcomes		A/I
• Analysing and interpreting People data		A/I
• Ability to build effective working relationships with colleagues across all departments and external organisations		A/I
• Ability to work accurately with high attention to detail		A/I
• Ability to work on own initiative without close supervision		A/I
Desirable		
• Experience using IRIS Cascade HR and Payroll system		A/I
Experience		
Essential		
• Experience managing own employee relations caseload		A/I
• Demonstratable experience managing complex employee relations cases		A/I
• Successful experience delivering continuous quality improvement		A/I
• Report writing, reviewing policy and procedures		A/I
• Coaching and mentoring managers to apply policy, procedure and UK employment law fairly and consistently		A/I
• Able to work collaboratively at all levels internally and externally		A/I
Desirable		
• Education, Adult Social Care or third sector experience		A
• Experience in the People function in a unionised environment		A/I
• Experience in supporting training or staff development function		A/I
Knowledge		
Essential		
• The importance of good HR data quality in supporting decision-making		A/I
• Comprehensive knowledge of UK employment law and its practical application		A/I
Desirable		
• Appreciation of the organisation needs of 24/7 business		A/I
• Knowledge around working with vulnerable young people		A/I
• Coaching and mentoring skills		A/I
Other personal requirements		
Essential		
• Flexibility to work non-standard hours		A/I
• A respectful and inclusive attitude to service users and colleagues		I
Desirable		
Access to a vehicle		I

✓ **How we intend to assess your match with our person specification**

**A** Application Form

**C** Assessment Centre

**I** Interview