

# Person Specification

Community  
Rehabilitation  
Company



Cumbria & Lancashire  
Northumbria  
South Yorkshire

These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form. You should give examples to support your answer.

Criteria and competency they link to as appropriate	Essential	Desirable
<b>Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Understanding of HR systems &amp; procedures</li> <li>• Ability to organise &amp; prioritise own workload with competing demands</li> <li>• Ability to maintain electronic &amp; paper based systems accurately &amp; within timescales</li> <li>• Ability to work in a team ensuring all priorities &amp; work plans are covered</li> <li>• Effective face to face &amp; written communication skills</li> <li>• Ability to work within a framework of diversity &amp; inclusion</li> <li>• Understanding of confidentiality &amp; security of information</li> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Knowledge of employment legislation</li> </ul>
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs (A- C grade) or equivalent including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Human Resource Practice or CPP</li> </ul>

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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Using Microsoft Office applications, database &amp; network systems</li> <li>• Experience of working in a fast paced HR environment</li> <li>• Collating and preparing Management Information Reports within strict deadlines</li> <li>• Dealing effectively with members of the public by telephone &amp; face to face</li> <li>• Working with information where accuracy and confidentiality is important</li> <li>• Experience of facilitating confidential meetings, including minute taking</li> <li>• Provide Administrative Support to internal customers</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly with stakeholders across the region</li> <li>• Ability to contribute to and work as part of a regional team</li> </ul>	

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	<ul style="list-style-type: none"><li>• A good understanding and commitment to confidentiality</li></ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Ad hoc travel to locations across the region.</li></ul>	