



**PERSON SPECIFICATION**

**Job Title:** HR Manager

<b>Requirements</b>	<b>Detail</b>	<b>Essential /Desirable</b>
<b>Qualifications &amp; Experience</b>	Minimum of A Levels at grade C or equivalent	<b>D</b>
	Level 5 CIPD qualified	<b>E</b>
	A minimum of five years' previous experience within a HR Advisor and/or Manager role	<b>E</b>
	Up to date knowledge in employment law	<b>E</b>
	Experience in leadership, multitasking and problem-solving skills	<b>E</b>
<b>Skills and Attributes</b>	Excellent communication skills: Able to listen attentively and respond clearly showing empathy and understanding in dealing with others, both in face to face conversations and on the telephone	<b>E</b>
	Excellent written skills: Provide evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.	<b>E</b>
	Proficient IT skills: Ability to use Microsoft Office	<b>E</b>
	Desire to achieve results: Ability to calculate details accurately and swiftly, write emails and reports to a high standard with minimal mistakes whilst working to deadlines	<b>E</b>
	Passionate about providing excellent client service: Understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation Support clients in their needs thus contributing to their success	<b>E</b>
	Team orientated: At all times remain supportive to the whole team and display a positive outlook.	<b>E</b>
	Honest and trustworthy: Strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards	<b>E</b>
	Relationships: Display a confident manner when dealing with clients which will allow you to build strong relationships, as this is the fundamental key to the service Inspire provides.	<b>E</b>
	Excellent time management and organisational skills: Able to work to deadlines, keep others informed of progress.	<b>E</b>
	Self-Motivated: Able to work alone and self-start to ensure that set targets are achieved and completing tasks to time scales set.	<b>E</b>
Full driving licence with own transport	<b>E</b>	