



| Person Specification |                                         |              |                                 |
|----------------------|-----------------------------------------|--------------|---------------------------------|
| <b>Post title</b>    | Human Resources Assistant [Recruitment] | <b>Grade</b> | E / £27,274 - £29,071 per annum |

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

| Shortlisting Number                          | Criteria                                                                                                                      | Method of assessment |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Skills, knowledge, experience</b>         |                                                                                                                               |                      |
| S1                                           | Experience of providing administrative support within a busy office or HR/recruitment environment.                            | A, I                 |
| S2                                           | Knowledge of recruitment processes, pre-employment checks (e.g. DBS, references, right-to-work), and compliance requirements. | A, I                 |
| S3                                           | Experience of using Applicant Tracking Systems or HR information systems for data entry and record-keeping.                   | A, I                 |
| S4                                           | Ability to organise and prioritise workload to meet deadlines and performance targets.                                        | A, I                 |
| S5                                           | Ability to maintain accuracy and attention to detail when processing information.                                             | A, I                 |
| S6                                           | Understanding of confidentiality, GDPR, and information security principles.                                                  | A, I                 |
| S7                                           | Experience of providing clear and timely communication to a range of stakeholders.                                            | A, I                 |
| S8                                           | Ability to work effectively both independently and as part of a team.                                                         | A, I                 |
| S9                                           | Ability to contribute to process improvements and adopt a proactive approach to problem-solving.                              | A, I                 |
| <b>Personal attributes and circumstances</b> |                                                                                                                               |                      |
| P1                                           | You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect       | I                    |
| <b>Communication</b>                         |                                                                                                                               |                      |
| C1                                           | Excellent verbal and written communication skills, with the ability to respond professionally to queries.                     | A, I                 |
| C2                                           | Ability to deliver a positive candidate experience through clear and supportive communication.                                | A, I                 |
| <b>Qualifications</b>                        |                                                                                                                               |                      |
| Q1                                           | GCSEs (or equivalent) in English and Maths. A relevant HR or business administration qualification                            | A, C                 |

June 2024





|  |                                   |  |
|--|-----------------------------------|--|
|  | (e.g. CIPD Level 3) is desirable. |  |
|--|-----------------------------------|--|

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

June 2024

