

**BROADWAY
HR ADVISOR
PERSON SPECIFICATION
FEBRUARY 2020**

	Essential Criteria		Desirable Criteria	
Qualification	Level 5 CIPD and/or comparable experience	A		
	Good educational achievements including degree or equivalent qualification or experience	A		
	Associate CIPD membership	A		
Knowledge & Experience	Experience of working in an HR advisory role including providing general HR advice, employee relations, HR administration, recruitment & selection	A/I	Experience of working for a charity / other voluntary organization	A/I
	Experience of managing a case load of conduct, absence, capability and grievance cases	A/I	Experience of delivering training, presentations and/or workshops	A/I
	Evidence of regular continuing professional development in relevant fields	A/I		
	Knowledge of current employment law and its application to organisational policies and procedures	A/I		
	IT literate, including the ability to use Microsoft Office Suite	A		
Skills & Attributes	Ability to deal with difficult situations in a professional manner Ability to work independently and with members of multidisciplinary teams	A/I	Good presentation and facilitation skills	A/I
	Strong interpersonal and communications skills, including empathy, sensitivity and tact	A/I	A passion and appreciation for the diversity of independent cinema and a wide variety of film genres	A
	Ability to communicate effectively both orally and in writing at all levels, including legal matters and report writing	A/I		
	Ability to collect, collate and analyse data to enable informed decisions	A/I		
	Good personal time management, planning and organisational skills in order to deal with competing demands and priorities with the ability to work independently and with minimal supervision	A/I		
	Excellent, confident oral and written communication skills	A/I		
	Ability to view problems objectively and to find solution	A/I		

	Possess a positive and professional attitude with the ability to work as a member of a team	A/I		
	Effective negotiating, influencing and persuasion skills	A/I		
	A commitment to promoting diversity, equality of opportunity and inclusion	A/I		
	A commitment to ongoing personal and professional development	A/I		
	A positive approach to managing stress in self and others	A/I		
	Personal resilience	I		
	Maintain confidentiality at all times	A		

- A = to be demonstrated in the application form
I = to be demonstrated at interview
T = to be demonstrated by completing a measureable test