



Person Specification

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St. Helens Council

Job Title: HR Assistant

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
A sound understanding of the HR function, including relevant policies and procedures.	Essential	AF / Interview
Knowledge of payroll processes, and an understanding of rules governing tax and national insurance.	Desirable	AF / Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Sound organisational skills including the ability to prioritise workload and meet deadlines.	Essential	AF / Interview
Ability to demonstrate good customer care skills	Essential	Interview
Ability to collate information, produce data on time and distribute appropriately.	Essential	AF / Interview
Good communication skills, both written and verbal.	Essential	Interview
Ability to accurately process and calculate a variety of information, including payroll documentation, in accordance with standard procedures.	Essential	Interview
Ability to initiate correspondence to agreed standards.	Essential	AF / Interview
Ability to advise managers and employees on application of conditions of employment.	Desirable	Interview
IT and administrative skills to maintain comprehensive computerised and manual HR and payroll systems.	Essential	AF / Interview
Must be able to perform payroll related calculations.	Desirable	Interview
Ability to check work for errors and rectify as necessary.	Essential	Interview
Ability to work with accuracy and diligence.	Essential	AF / Interview
Ability to assimilate information and utilise it when appropriate.	Essential	Interview
Must possess interpersonal skills to deal with issues of a complex and/or sensitive nature.	Essential	Interview



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Experience	E = Essential D = Desirable	Identified by
Experience of, working to and compliance with set timescales.	Desirable	AF /Interview
Experience of using IT systems to manipulate and process data.	Essential	AF /Interview
Experience of dealing with the general public and/or external agencies.	Desirable	AF /Interview
1 years' experience of working within a busy office environment.	Desirable	AF /Interview
Qualifications	E = Essential D = Desirable	Identified by
BTEC, NVQ level 2 or equivalent Business/Admin qualification.	Essential	AF / Certificate
Other Circumstances	E = Essential D = Desirable	Identified by
An understanding of the requirement to maintain confidentiality within an environment handling personal and sensitive information.	Essential	AF / Interview