

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked * and explain clearly how your experience and knowledge meets each of these requirements.

Experience:

1. Experience of working in a HR Department at Advisor/Officer level. *
2. Experience of providing HR advice and guidance to staff and management on employee relations and change management. *
3. Experience of delivering staff training/HR induction.
4. Experience of updating computerised systems and working with confidential data. *

Skills/Ability/Knowledge:

5. A CIPD Level 3 Certificate or above in HR with a willingness to work towards CIPD Level 5.
6. Advanced skills in the use of Microsoft Office especially Word, Outlook and Excel to facilitate effective communication and reporting. *
7. Excellent relationship building, interpersonal and influencing skills including the ability to confidently liaise with all levels of management and outside agencies. *
8. An up-to-date working knowledge of employment law, HR policies/procedures, statutory legislation and best practice *
9. To undertake all tasks with a high level of details and accuracy. *
10. The ability to work under pressure, prioritise effectively and organise own workload.
11. A willingness to be flexible and resourceful in order to meet demands and pressures when required.
12. The ability to work unsupervised and use own initiative.
13. The ability to multitask and deal with a range of incoming enquiries. *
14. Ability to plan and work to deadlines and within defined standards *

15. Ability to work appropriately with confidential and sensitive data and information. *
16. Ability to work positively as a team player and collaborative across the organisation.
17. Excellent organisation and communication skills with a good foundation of HR practice.
18. Experience of working with HRIS – currently Civica HR

Other requirements

1. A commitment to continuous personal development.
2. A commitment to the values and mission of BHT Sussex.
3. A commitment to the development of equality, diversity and inclusion in employment and service delivery.