

Competencies /Skills/Experience

What	Detail	Required/Desired
People skills	<ul style="list-style-type: none"> ● Approachable and communicative ● A good listener ● Sensitive to people's needs ● Able to deliver uncomfortable messages ● Able to persuade others to adopt professional behaviours 	R R R R R
Planning and organising	<ul style="list-style-type: none"> ● Ability to organise own work to deliver to project timelines ● Ability to coordinate activities of others to ensure timely completion of company wide tasks ● Able to advise/manage detail focused tasks such as performance improvement plans 	R R
Communications	<ul style="list-style-type: none"> ● Able to communicate clearly, verbally and in writing ● Able to create accessible process documentation 	R R
Skills	<ul style="list-style-type: none"> ● Microsoft Office and or Google Suite 	R
Experience	<ul style="list-style-type: none"> ● At least 3 years working in HR ● A good understanding of HR best practice ● Experience of delivering challenging HR projects 	R R R