

## Person Specification

**Job title:** Senior Central Admin and HR Officer

**Organisation:** Scottish Huntington's Association

**Date prepared:** September 2024

	Essential	Desirable
<b>1. Education and Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to SCQF Level 8 which includes HND or SVQ Level 4 or equivalent</li> <li>• CIPD Qualification</li> <li>• Knowledge of HR processes.</li> <li>• Familiarity of HR software management.</li> <li>• Insight of the administration role as one which is pivotal in an organisation, is flexible, and supports the efficiency and effectiveness of that organisation, contributing to its business objectives.</li> <li>• Knowledge of ICT, data management and office management (physical and virtual).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of employment law relating to workplace, health &amp; safety, data protection, employee pay, pensions and legal entitlements.</li> <li>• Knowledge &amp; understanding of the third sector / Local Authority and Scottish Government.</li> </ul>
<b>2. Aptitudes Abilities Skills</b>	<ul style="list-style-type: none"> <li>• Good IT skills (Microsoft 365 - Word, Excel, PowerPoint, OneNote, Outlook, OneDrive).</li> <li>• Good listener, communicator with influential interpersonal skills.</li> <li>• Strong Organisational skills.</li> <li>• Team working and collaboration skills.</li> <li>• Ability to learn new software systems.</li> <li>• High standard of verbal and written skills (to draft reports, minutes, letters, procedures).</li> <li>• Reliable numerical skills.</li> <li>• Knowledge of UK data protection regulations.</li> <li>• Exceptional attention to detail.</li> <li>• Aptitude to remain calm.</li> <li>• Ability to successfully maintain and sustain key contact relationships.</li> <li>• Ability to respect confidentiality.</li> <li>• Committed to continuous improvement and willing to undertake job-related training.</li> <li>• Flexible to meet the developing needs of the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• IT support to colleagues as regards a cloud-based system.</li> <li>• Supporting, inducting and training skills for staff to follow good practice with policies and procedures.</li> <li>• Leadership skills.</li> <li>• Understanding of Huntington's disease or other neurological conditions.</li> </ul>

<b>3. Previous Experience</b>	<ul style="list-style-type: none"> <li>• Working within a business administration and HR orientated team.</li> <li>• Previous experience of the recruitment cycle.</li> <li>• Managing premises, equipment and supplies.</li> <li>• Understanding/ knowledge of health and safety rules and regulations.</li> <li>• Experience of developing spreadsheets, compiling reports and minute taking.</li> <li>• Experience of implementing policies and procedures.</li> <li>• Working as a flexible team member, contributing to the delivery of business objectives.</li> <li>• Promoting and embedding equality and diversity as an integral aspect of working.</li> <li>• Identifying and making improvements.</li> <li>• Experience of using Adobe Acrobat.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of using database systems.</li> <li>• Previous experience in working within a third sector organisation.</li> <li>• Experience of managing budgets.</li> </ul>
<b>4. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Problem solver, solution focused.</li> <li>• Comfortable making hard decisions.</li> <li>• Patience.</li> <li>• Leadership.</li> <li>• Multi-tasker.</li> <li>• Professional, diplomatic and able to maintain confidentiality.</li> </ul>	
<b>5. Other</b>	<ul style="list-style-type: none"> <li>• A clean driving licence and access to a vehicle daily.</li> <li>• Flexible approach with a willingness to work occasional weekends and evenings with some travel across Scotland, as necessary.</li> <li>• Commitment and promotion of equal opportunities and anti-discriminatory practices at work.</li> <li>• Commitment to the principles of confidentiality and General Data Protection Requirements.</li> <li>• Awareness of personal responsibility concerning health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the issues facing disabled people, neurodivergent people and people with long-term health conditions.</li> </ul>