

Sheffield City Trust

Person Specification



Job Title: People Administrator

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience			
Administrative experience	Experience working in a fast paced, complex administration environment working to strict deadlines.	Essential	
Dealing with confidential information	Ability to handle sensitive and confidential information in line with SCT policies & GDPR and Data Protection Act requirements.	Essential	
Team Working	Experience of working as part of a team and achieving excellent results.	Essential	
Problem Solving	Demonstrated ability to solve problems, considering long term solutions and continuous improvement.	Essential	
Knowledge			
Microsoft office	Knowledge of Microsoft Office 365 is at a high level. The ideal person is comfortable using Word, Excel, PowerPoint and able to demonstrate a good understanding of each programme.	Essential	
Formatting of formal documents	An awareness of how to format formal documents such as letters that may be sent to employees, solicitors, stakeholders etc.	Essential	
HR Knowledge	A basic understanding of HR practice ideally within an administration or advisory setting.	Desirable	Level 3 CIPD Qualification or equivalent.
Skills			

Attention to detail	An excellent attention to detail with an ability to consider multiple, varying conditions and make the appropriate actions.		
Record Keeping	The ability to keep accurate records both hard copy and electronically, maintaining confidentiality and work in a timely manner.	Essential	
Can do attitude	Displays a can-do attitude and enthusiastic at all times and is keen to take on big tasks and has an aptitude to take on new challenges that may be unfamiliar to them.	Essential	
Communication	Excellent communication and interpersonal skills with an ability to manage internal and external stakeholders	Essential	
Building and developing relationships	Develops and maintains good working relationships with all employees at all levels of the organisation.	Essential	
Organisation Skills	Excellent Organisational and time management skills with ability to deliver high quality work under pressure	Essential	
Personal Qualities	Assertive and flexible in their approach. Pragmatic with a balanced view of issues. Recognises and supports the importance of values in the organisation.	Essential	