



## Person Specification

**Job Title:** Recruitment Co-ordinator

**Selection Criteria:** CV & Cover letter - Interview

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
<b>Work Experience</b>			
	Experience of working in recruitment	Essential	Employment History
	Experience of prioritising a demanding workload to tight deadlines	Essential	Application/ interview
	Effectively communicates with internal and external stakeholders	Essential	Interview
	Experience working in a Human Resources role	Desirable	Employment History
<b>Knowledge</b>			
	Competent user of IT including basic working knowledge of Microsoft Office packages including Word, Excel and Teams	Essential	Application/ interview
	Knowledge of the Equality Act and issues around discrimination	Desirable	Interview
	Knowledge of employment legislation	Desirable	Interview
<b>Qualifications</b>			
	CIPD Qualification	Desirable	Proof of qualification.

	Degree or equivalent level education	Desirable	Proof of qualification
<b>Skills/ Attributes</b>			
	Attention to Detail	Essential	Interview
	Clear and confident communicator both verbally and in writing	Essential	Application and interview
	“Can Do” attitude	Essential	Interview
	Committed to promoting equality, diversity and inclusion	Essential	Interview
	Experience of working with and influencing senior management, and connecting with employees of all levels	Essential	Application and interview
	Demonstrated ability to assess information and make and communicate sound pragmatic decisions.	Essential	Interview
	Develops and maintains good working relationships, working collaboratively and consultatively at all levels	Essential	Application and Interview