

Person Specification

Job Title	HR Advisor
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Watkin Jones Behaviours

Insight <i>Seeing the bigger picture</i>	Collaboration <i>Working together</i>	Improving & Change <i>Being better at what we do</i>
Managing Quality <i>Process, procedures, compliance</i>	Decision Making <i>Taking considered logical actions</i>	Integrity & Responsibility <i>Doing the right thing</i>
Communication & Influence <i>Being clear & using the right method</i>	Pace & Planning <i>Delivering results on time</i>	Equality & Diversity <i>Respecting difference & inclusivity</i>

Role Specific Strengths	<ul style="list-style-type: none"> Confident Emotionally Intelligent Negotiator 	<ul style="list-style-type: none"> Precise Responsible Team Player
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Training & Qualifications	Essential or Desirable
Level 5 qualification in a related field or significant experience in a similar role (see experience below).	Essential
Evidence of undertaking training, learning or other activities to maintain professional status or keep abreast of developments, trends and best-practice in the profession and industry.	Essential
Knowledge & Skills	
Excellent interpersonal, communication skills and business acumen.	Essential
Ability to act assertively to support a point of view, negotiate, influence decisions whilst maintaining respect and healthy, positive working relationships.	Essential
Ability maintain accurate records and undertake activities to extract data and information from records to inform decisions or for inclusion in reports.	Essential
Experience of supporting with complex HR issues	Desirable
Ability to use Microsoft Office Applications.	Essential
Ability to work with minimal supervision.	Essential
Ability to manage own time and balance competing priorities to ensure that projects and outcomes are delivered on time.	Essential
Knowledge of HR best practice and employment law.	Essential
Experience of using HR platforms including recruitment, selection and HR software	Essential

Experience

Experience of working in the Construction / Development industry.

Desirable

Experience of working within a HR role

Essential

Experience of building relationships with remote based employees and managers

Desirable