

PERSON SPECIFICATION

Details of Person Specification

Job Title:	HR Administrator	Grade:	
Division/Section:	Human Resources	Date:	March 2026
Prepared by:	Carrie Lynch		
Designation:	Human Resources Manager		
Reviewed by:	Carolyn Thomson		
Designation:	Director of Human Resources and Organisational Development		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Administrative and organisational skills with the ability to manage a varied workload.	Interview
	Strong IT skills including Microsoft Office (Word, Excel, Outlook)	Application Form
	Excellent interpersonal and communication skills (written and verbal)	Application Form/Interview
	Ability to handle sensitive and confidential information	Interview
	Ability to provide a high standard of customer service and respond to queries effectively	Application Form/Interview
	Ability to maintain accurate records and produce reports	Interview
	Desirable	

	Knowledge of HR systems	Application Form/Interview
	Minute taking skills	Application Form/Interview

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Educated to SCQF Level 6 or equivalent HR experience	Application Form
	Recent experience of working in an administrative role within a busy office environment	Application Form
	Experience of working with computerised systems and maintaining accurate data	Application Form/Interview
	Desirable	
	Experience working within an HR environment	Application Form
	Experience of producing reports and analysing data	Application Form/Interview
	Experience working in a confidential environment	Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential	
	Appreciation of the importance of confidentiality and data protection	Application Form/Interview
	High level of accuracy and attention to detail.	Application Form/Interview
	Ability to work independently and use initiative	Interview
	Ability to prioritise workload to meet deadlines	Application Form/Interview
	Ability to identify and contribute to improvements in administrative processes	Interview
	Desirable	
	Experience of working with HR data and reporting systems	Application Form/Interview

4. PEOPLE

No.	Description	Method of Assessment
	<p>Essential</p> <p>Excellent written and verbal communication skills</p> <p>Commitment to customer care and service delivery</p> <p>Ability to build effective working relationships with a range of stakeholders</p> <p>Effective team working skills</p>	<p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
	<p>Desirable</p> <p>Experience of providing first-line advice or support in a HR or customer-focused environment</p>	<p>Application Form/Interview</p>

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<p>Essential</p> <p>Commitment to equal opportunities and quality enhancement</p> <p>Ability to handle personal and confidential information sensitively</p> <p>Willingness to undertake training relevant to the role</p> <p>Commitment to comply with College policies and procedures, including Health and Safety</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p>
	<p>Desirable</p> <p>Awareness of HR processes and systems within a public sector or education environment</p>	<p>Application Form/Interview</p>