



THE PERSON

HR Administration Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Role Specific -Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating good numeracy and literacy.	E	
CIPD Level 3 or equivalent experience	D	
Knowledge & Experience		
Experience of working with confidential and sensitive information and formatting reports.	E	
Experience of working independently and as part of a team.	E	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
Good written and verbal communication skills. Able to produce a high standard of meeting notes, reports, and minutes.	E	
Confident and well versed in using ICT systems such as Word, Excel, Outlook & PowerPoint (may be role specific systems).	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	
Able to help others acquire skills and experience.	E	

Person Specification

Other		
The ability to travel around the county may be required.	E	
Willingness to work flexibly.	E	
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	