

Person Specification: Office & HR Manager

Requirement	Essential	Desirable	Method of assessment
Qualifications		Educated to degree level HR qualifications	
Knowledge	HR practice and procedures	Basic employment and governance law GDPR compliance	
Skills	<p>Good organisational and time management skills</p> <p>Computer literate with a high level of accuracy. A methodical, thorough approach with strong attention to detail</p> <p>Ability to maintain accuracy whilst working to tight time deadlines</p> <p>Ability to establish and maintain excellent working relationships with internal and external contacts</p> <p>Ability to influence and liaise with staff at all levels</p>		
Experience	<p>Experience of working in an HR administrative position</p> <p>Experience of working in an office support position including health and safety</p> <p>Experience of working with people from different cultures and backgrounds</p> <p>Experience of Microsoft Office, SharePoint, CRM Dynamics and providing basic IT support.</p>	<p>Experience of working for an NGO or charity</p> <p>An understanding of and some experience in working in the international development sector</p>	
Attributes	Able to demonstrate clear ownership of the work, including commitment to agreed outcomes, costs and accuracy. Have a high attention to detail, being accurate, analytical, organised and methodical,		

	<p>with a commitment to the quality of outputs.</p> <p>Effective communication with colleagues on deadlines, details and alternative approaches to the work</p> <p>A high level of discretion and confidentiality</p> <p>Willingness to undertake routine tasks</p> <p>Flexibility, as the post combines working across different areas. A helpful, friendly, cheerful and confident manner in person and on the phone</p> <p>Ability to work both as part of a team and on own initiative with minimal supervision</p> <p>Commitment to INASP's values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability</p>		
	<p>Willingness to travel occasionally within the UK</p>		