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Person Specification – HR Advisor Role

	ESSENTIAL	DESIRABLE	How will you assess this?
Knowledge	Practical knowledge of UK employment law and HR best practice Awareness of data protection and confidentiality principles (particularly GDPR compliance in HR contexts) Understanding of equality, diversity, and inclusion (EDI) in employment practice.	Understanding of HR issues in heritage, hospitality or tourism settings Basic understanding of payroll or reward processes (if the role liaises with payroll).	Application; interview; work sample; references
Skills	Confident user of HR systems and Microsoft Office Strong recordkeeping and data handling Clear, considerate written and verbal communication Ability to build trust and positive relationships across teams Sound judgement and discretion when handling sensitive information Good organisational skills and ability to prioritise competing demands	Experience using an HRIS and basic Excel for reporting Training/presentation skills	Application; skills task; interview; references



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Experience	Experience in an HR or people-facing role handling recruitment, onboarding, employee relations, policy administration and HR casework Experience supporting managers with HR queries (coaching, guidance, and consistency)	CIPD Level 5 or equivalent qualification; experience of policy drafting and supporting investigations Experience implementing or maintaining HR processes or systems	Application; interview; evidenced examples; references
Personal qualities and behaviours	Demonstrable values fit Empathetic and calm in sensitive conversations Proactive and resourceful problem solving Commitment to fairness, inclusion, and continuous improvement Resilience and adaptability in a busy or changing environment	Experience promoting wellbeing, inclusion and culture change	Application; interview; behavioural questions; references
Genuine Occupational Requirement (GOR)	N/A	N/A	N/A