



PERSON SPECIFICATION

Job Title: Recruitment and DBS Advisor Service: Human Resources	Post No: Division: Hoople Resourcing	Grade: Band B Location: Home based/Auxilium House
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
<i>Experience</i>	Proven effective track record of administrative work in a busy office environment Advising customers by telephone and in person Working with confidential/sensitive material Experience of working with multiple IT systems Working in a team environment Dealing with multiple tasks simultaneously	AF / I
Skills and Abilities <i>Including personal attributes</i>	Fully IT literate, - Word, Excel, PowerPoint, Outlook and Internet Attention to detail Ability to manage several activities simultaneously, work to deadlines, and complete on time Ability to work closely with internal and external customers Ability to deliver consistently high standards of customer service Customer focussed telephone manner Ability to deal effectively with enquiries from members of the public Ability to work on own initiative Excellent team worker	AF / I

Qualifications and Training <i>including professional qualifications</i>	English & Maths GCSE or equivalent	AF
	A reasonable understanding of legislation impacting on recruitment and associated wider processes.	AF
	Customer Service training	AF
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	A willingness to work flexibly with other team members to ensure adequate office cover	AF / I
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed : October 2025