



# HR ADVISOR

---

## PERSON SPECIFICATION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES**<sup>®</sup>

<b>Job title</b>	<b>HR Advisor</b>
<b>Responsible to</b>	HR Director

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience as a HR Officer/HR Advisor.</li> <li>• Corresponding and communicating with employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Construction background experience.</li> <li>• Multi-site / regional experience.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good level of education including English &amp; Maths or equivalent.</li> <li>• Full UK Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• CPP or part CIPD.</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• Understands the needs for confidentiality and importance of GDPR.</li> <li>• Excellent time management, planning and organisational skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Working knowledge of current employment legislation.</li> <li>• Proficient in the use of MS Office such as Word, Excel etc. and HR systems.</li> <li>• Proven written and verbal communication skills.</li> <li>• Ability to build effective relationships at all levels.</li> <li>• Ability to multi-task and work well under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciation of the construction/house building industry.</li> </ul>
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Demonstrates flexibility and adaptability.</li> <li>• Effective communicator.</li> <li>• Excellent attention to detail.</li> <li>• Confident.</li> <li>• Self-motivated.</li> <li>• Bright and positive attitude.</li> <li>• Has a strong emphasis on the 'Team Ethic'.</li> <li>• Resilient</li> </ul>	