

**PERSON SPECIFICATION:**

**HR Apprentice**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications** | Working toward or willing to work toward a HR qualification/CIPD |  |
| **Experience** |  | Experience in an RSL or closely related body. |
| **Knowledge, Competencies, Skills & Abilities** | Stamina, drive and enthusiasm  Strong organisational skills  Excellent verbal and written communication skills  Numerate and able to analyse statistical information  Strong people skills  Attention to detail  Commitment to customer service, equal opportunities and personal integrity  Commitment to working as part of a team  Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams)  Ability to identify own skill gaps and request training where relevant | Working knowledge of all aspects of Registered Social Landlord (RSL) regulations and procedures  Proved commitment to social housing. |