

## Person Specification

Job title: NQN Recruitment Administrator

	Essential (E)/ Desirable (D)		How assessed Application (A) Interview (I) Task (T)
<b>Education, professional training, and qualifications</b>			
<b>Good level of education / A-Levels or equivalent</b>	E		A
<b>Demonstrate a willingness to undertake training and CPD</b>	E		I
<b>Experience and specialist knowledge</b>			
<b>Experience working within a busy office environment</b>	E		A/I
<b>Experience of working in recruitment or HR environment</b>	D		A
<b>Experience working with a CRM database</b>	D		A/I
<b>Skills and abilities</b>			
<b>Excellent written and oral communication skills</b>	E		A/I/T
<b>Ability to work in and adapt to a fast-paced environment</b>	E		A/T
Computer confident with good IT skills using Microsoft Office	E		I/T
High level of attention to detail	E		A/T
Excellent interpersonal skills, able to build rapport when meeting new people	E		I/T
Highly effective organisational and time management skills	E		A/I/T
Proactive team player	E		A/I
Ability to work collaboratively across boundaries in partnership with colleagues	E		I
Ability to problem solve and develop solutions	E		A/T
<b>Personal qualities</b>			
<b>Discreet and can maintain confidentiality</b>	E		I
<b>Demonstrates a commitment to supporting a customer focussed and student-centred learning experience</b>	E		I/T
<b>Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner</b>	E		I/T
<b>Demonstrates willingness to immerse into the life and culture of Norland</b>	E		I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities	D		I
Ability to manage change positively	E		I



Can act on own initiative within specified boundaries	E		A/T
Proactive in pursuit of work to its completion	E		I/T
Flexible in approach to work	E		I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment	E		I
Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda	E		/I
Demonstrable experience of representing the values of an organisation in daily life	E		A/I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities	E		A/I
Demonstrates a positive attitude, professionalism, passion and energy	E		I/T
Motivated and committed to continuous improvement for self and colleagues	E		A/I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others	E		A/I
<b>Unusual post requirements</b>			
Occasional Saturday working to cover Norland open days and other events	E		A

Key: **Role specific**      Generic