PERSON SPECIFICATION

Job Title: People Systems Admin Team Leader

Assessment Criteria	Essential	Desirable	Identified
Knowledge and Experience	• Previous experience in information, HR, or payroll field • Experience using computer software packages for inputting, reporting, and data analysis, e.g. advanced level excel, oracle based databases or SQL for reporting, charting and analysis of information or relevant experience • Understanding of Data Protection and Confidentiality issues. • Extensive knowledge and experience of using Workforce Information Systems/rostering systems. • Problem solving experience. • Experience of using an oracle workforce information system (or	• Experience of supporting the delivery training to individuals and/or devising/delivering awareness sessions to large groups or small groups. • Experience in the	AF, In

	similar). • Experience of supervising or managing admin teams.	production of HR data ensuring data quality is maintained • An understanding of the methods to produce system process documentation	
Qualifications/Training	• Excel qualification to advanced level or equivalent qualification or relevant experience. • Proven data analysis capability gained from system related diploma level qualification or equivalent qualification or relevant experience.		AF, In, CERT
Personal Attributes & Skills	• Demonstrable ability to interpret information requests, analyse data produce ad hoc management reports • Demonstrable ability to work as part of a team • Good communication skills with demonstrable experience to communicate complex financial/statistical information to employees, managers and external agents • Good analytical and numerical skills • Determined and confident • Committed to service improvement • Customer Focused • Able to manage own time, prioritising and making decisions to ensure strict deadlines are met.		AF, IN

	• Ability to work to tight time scales • Flexible approach to working and hours of work • Support the provision/production of training material and plan courses/awareness sessions		
Demonstrates our We Care values and the DBTH Way	Demonstrate an understanding of the importance of quality of care. Demonstrate that you will be open to improving everything that you do. Be accountable for own actions and those of their team. Demonstrate that everyone's contribution is valued. Have an ability to work efficiently, effectively and professionally in a multidisciplinary team. Work to ensure the care group/directorate improves efficiency and reduces waste. Displays networking skills. Have an ability to consider and implement new solutions.		

Key for 'Identified': AF = Application form, In = Interview, P = Presentation, REF= References, CERT=Certificates