

## Our Assessment Process

If you are interested in applying for this role, please know your application will be sifted to determine suitability to progress through to interview and assessment.

The sift and subsequent interview and assessment stages will review the following criteria:

<b>Essential Criteria</b>	<b>Assessed at Sift</b>	<b>Assessed at Interview / Assessment</b>
1.1 Educated to at least GCSE Grade C in English and Maths (or equivalent), or substantial experience.	<b>Essential</b>	
1.2 CIPD Level 3 or working towards HR qualification with aimed completion within 18 months of commencing in role.	<b>Desirable</b>	
2.1 Excellent organisational skills, and ability to prioritise workload, work flexibly and manage own and others' time effectively to meet agreed deadlines	<b>Essential</b>	<b>Essential</b>
2.2 Excellent interpersonal and verbal communication skills and able to develop and maintain positive and professional working relationships with both Audit Wales staff and external contacts.		<b>Essential</b>
2.3 Good attention to detail and accuracy for proof reading correspondence and formatting reports containing complex or confidential information.		<b>Essential</b>
2.4 Able to communicate technical information and advice clearly and simply when advising staff on HR and payroll policies and procedures.		<b>Essential</b>

3.1 IT literate with good Excel and Word skills.	<b>Essential</b>	
3.2 An ability to process documentation whilst being able to plan, organise and complete objective and tasks accurately and in timely manner.	<b>Essential</b>	
3.3 Numerate, with good analytical and problem-solving skills.		<b>Essential</b>
3.4 The Audit Wales team operate a HR management system, iTrent, it would therefore be desirable for the successful candidate to have experience of using HR systems including Payroll.	<b>Desirable</b>	
3.5 Experience of undertaking administrative support for HR and payroll activities	<b>Essential</b>	
4.1 Use sound judgement and initiative to resolve any unexpected problems with the ability to deal sensitively and discreetly with confidential information.		<b>Essential</b>
4.2 Works independently as well as collaboratively with minimal supervision, providing an excellent level of customer service.	<b>Essential</b>	
4.3 Able to prioritise and work under pressure and to tight deadlines		<b>Essential</b>
4.4 Ability to work effectively with minimal supervision and support colleagues within the wider team	<b>Essential</b>	
4.5 Ability to work effectively with employees and managers at all levels.	<b>Essential</b>	

5.1 Self-aware and a role model for Audit Wales values and behaviours		<b>Essential</b>
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