

PERSON SPECIFICATION

POST TITLE: HR Policy Adviser

DIVISION/UNIT: HR, IT and Business Support / HR Section

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	1. Significant experience of developing, reviewing and implementing employment policies and procedures. 2. Experience of interpreting employment legislation and translating it into practical employment policies and procedures. 3. Experience of providing professional HR advice to managers on complex employee relations matters. 4. Experience of designing and delivering training and briefing sessions.	1. Experience within a local authority, arm's length organisation or wider public sector environment. 2. Experience of contributing to corporate strategies and service plans. 3. Experience of managing people.	Application Form References Interview
Skills/Abilities	1. Excellent written communication skills with the ability to draft clear policies, procedure and reports. 2. Strong verbal communication and interpersonal skills with the ability to build effective relationships at all levels. 3. Ability to analyse complex information and provide sound, professional advice and recommendations. 4. Ability to research and evaluate information from multiple sources. 5. Ability to manage competing priorities and work	1. Experience of HR analytics and workforce data reporting tools. 2. Ability to present effectively to the SLT/CLT/JCCs.	Application Form References Interview

	independently with minimal supervision. 6. Competent in the use of MS 365 applications and HR information systems.		
Education & Qualifications	1. Educated to degree level in Human Resources, Business Management, Law, or a related discipline, or equivalent relevant experience. 2. Associate Membership of Chartered Institute of Personnel & Development.	1.	Application Form Interview
Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis 2. Integrity, professionalism and sound judgement. 3. Proactive and solution-focused approach to problem solving.	1.	Interview References
Additional Job Related Requirements	1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations.	1.	Application Form Post Interview Check