

PERSON SPECIFICATION

POST TITLE: HR Adviser

DIVISION/UNIT: HR Unit/HR Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	- Experience of working at a professional level in a broad-based HR role. - Knowledge and/or experience of recruitment and selection. - Knowledge and/or experience of discipline and grievance. - Knowledge and/or experience of absence management. - Knowledge and/or experience of work performance.	- Experience of working at a professional level in a broad based HR role within Local Government. - Experience of researching and drafting employment policies.	Application Form References Interview
Skills/Abilities	- Proven ability to plan and organise work to meet objectives. - Proven ability to work to deadlines. - Excellent verbal and written communication skills. - Computer literacy skills, including proficiency in the use of Excel, Word and PowerPoint.		Application Form References Interview
Education & Qualifications	Associate Membership of Chartered Institute of Personnel & Development or equivalent qualification/experience.		Application Form Interview
Personal Qualities	- Assertive. - Psychologically resilient.		Interview References

	3. Drive and determination to complete tasks. 4. Flexible and adaptable. 5. Ability to work effectively as part of a team. 6. Ability to cope with the demands of the post and attend on a regular basis.		
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*.		Application Form Post Interview Check

*For all new appointments with effect from 16 August 2024