

Policy Document No: Per 1.1.2

Human Resources Officer Person Specification

Job Title: HUMAN RESOURCES OFFICER

Job Vacancy No:

Establishment:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of current employment legislation	✓	
2 Knowledge of best practice in specific HR areas (such as recruitment & selection, absence management, capability issues, disciplinary and grievance etc)	✓	
3 Knowledge of good line management practice	✓	
<u>Skills and Abilities</u>		
1 Ability to demonstrate a level of punctual and reliable attendance at work required to satisfactorily fulfil job role	✓	
2 Ability to use MS Office competently	✓	
3 Ability to manage and influence managers to develop best practice and personal performance	✓	
4 Ability to communicate effectively and build rapport with others	✓	
5 Ability to maintain a professional and confidential attitude to all aspects of the post		✓
6 Ability to analyse management information and use it to best advantage		✓
7 Ability to enable line managers to achieve policy compliance whilst working in a busy and challenging environment		✓
8 Ability to produce accurate and legible written material, plans and reports to meet deadlines		✓
9 Ability to organise and prioritise own workload to meet job requirements		✓
<u>Qualifications Required</u>		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of staff or residents		✓
2 Grad CIPD or evidence of good progress with award	✓	
3 GCSE or equivalent standard in Maths and English (Grade C or above)	✓	

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<u>Experience Required</u>	<u>Essential</u>	<u>Desirable</u>
1 Experience of working in a generalist HR environment	✓	
2 Experience of using Information Technology in a HR and administrative context	✓	
3 Practical experience of participating in procedural meetings and in advising on HR issues		✓

Person Specification prepared by: HR Department

Date: 26/03/09