

## PERSON SPECIFICATION

### C13 – HR OFFICER (EQUALITY AND EMPLOYABILITY)

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Able to present a professional and confident image	E	1,3
<b>Personal Skills</b>	Ability to work using own initiative	E	1,3
<b>Personal Skills</b>	Good written and verbal skills	E	1,3
<b>Personal Skills</b>	Ability to contribute and make recommendations for service improvements	E	1,3
<b>Personal Skills</b>	Able to think strategically and design plans and strategies	E	1,3
<b>Personal Skills</b>	Able to develop and maintain positive and professional relationships with colleagues and HR service users	E	1,3
<b>Personal Skills</b>	Able to manage people and performance	E	1,3
<b>Experience</b>	Experience of working within the public sector	D	1,2,3
<b>Experience</b>	Evidence of dealing with difficult and sensitive issues and obtaining an effective outcome	E	1,2,3
<b>Experience</b>	Good planning, organisation and communication skills	E	1,2,3
<b>Experience</b>	Demonstrate a sound HR background	E	1,3
<b>Experience</b>	Ability to deal with contentious and sensitive decisions	E	1,2,3
<b>Experience</b>	Experience of negotiating & influencing skills	E	1,3
<b>Experience</b>	Ability to prepare and write reports	E	1,2,3
<b>Experience</b>	Experience of Equality and Diversity	D	1,3
<b>Experience</b>	Experience of Mental Health initiatives	D	1,2,3
<b>Attainments/ Qualifications</b>	CIPD qualified or working towards or the ability and commitment to undertake CIPD course of study	E	1,3
<b>Attainments/ Qualifications</b>	Maintain professional membership of the CIPD following qualification	E	1,3
<b>Attainments/ Qualifications</b>	Commitment to continuous professional development and willingness to undertake relevant and appropriate training	E	1,3
<b>Attainments/ Qualifications</b>	Educated to degree level or have the relevant experience	D	1,3
<b>Attainments/ Qualifications</b>	Management qualification	D	1,3
<b>Knowledge</b>	Understanding and commitment towards equality and diversity	E	1,3
<b>Knowledge</b>	Computer literate	E	1,3
<b>Knowledge</b>	Understanding the human resource function within local authority	E	1,2,3
<b>Knowledge</b>	Knowledge of employment legislation and best practice	E	1,2,3
<b>Knowledge</b>	Ability to research and interpret relevant legislation	E	1,2,3
<b>Knowledge</b>	Ability to recommend and create guidelines, policies and reports	E	1,2,3
<b>Knowledge</b>	Experience of prioritising work over a wide range of issues	E	1,3

<b>Specification Type</b>	<b>Additional/changed requirements</b>	<b>E/D</b>	<b>Measure</b>
<b>Knowledge</b>	Experience of collating, recording and analysing statistical information	E	1,3
<b>Knowledge</b>	Experience of providing advice and recommendations to senior managers and employees	E	1,3
<b>Special Requirements</b>	Able to work flexibly	E	1,3
<b>Special Requirements</b>	Diplomatic, tactful and capable of being assertive when necessary	E	1,3
<b>Special Requirements</b>	Full Clean driving licence	E	1,3

**Car Allowance:**

This post carries designated car user status.

**E/D:**

Essential (E)  
Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]