

PERSON SPECIFICATION

C14 – HUMAN RESOURCES AND APPRENTICESHIPS OFFICER

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Able to present a professional and confident image	E	1,3
Personal Skills	Ability to work on own initiative	E	1,3
Personal Skills	Good written and verbal skills	E	1,3
Personal Skills	Ability to contribute and make recommendations for service improvements	E	1,3
Personal Skills	Able to think strategically and design plans and strategies	E	1,3
Personal Skills	Able to develop and maintain positive and professional relationships with colleagues and HR service users	E	1,3
Personal Skills	Able to manage people and performance	E	1,3
Experience	Experience of working within the public sector	D	1,2,3
Experience	Evidence of dealing with difficult and sensitive issues and obtaining an effective outcome	E	1,2,3
Experience	Good planning, organisation and communication skills	E	1,2,3
Experience	Demonstrate a sound HR background	E	1,3
Experience	Ability to deal with contentious and sensitive decisions	E	1,2,3
Experience	Experience of negotiating & influencing skills	E	1,3
Experience	Ability to prepare and write reports	E	1,2,3
Experience	Experience of Apprenticeships	D	1,3
Experience	Experience of managing budgets and finances	D	1,2,3
Attainments/Qualifications	CIPD qualified or working towards or the ability and commitment to undertake CIPD course of study.	E	1,3
Attainments/Qualifications	Maintain professional membership of the CIPD following qualification	E	1,3
Attainments/Qualifications	Commitment to continuous professional development and willingness to undertake relevant and appropriate training	E	1,3
Attainments/Qualifications	Educated to degree level or have the relevant experience	D	1,4
Attainments/Qualifications	Management Qualification	D	1,4
Knowledge	Understanding and commitment towards equality and diversity	E	1,3
Knowledge	Computer literate	E	1,3
Knowledge	Understanding of the human resource function within a local authority	E	1,2,3
Knowledge	Knowledge of employment legislation and best practice	E	1,2,3
	Ability to research and interpret relevant legislation	E	1,2,3

Specification Type	Additional/changed requirements	E/D	Measure
Knowledge	Ability to recommend and create guidelines, policies and reports	E	1,2,3
Knowledge	Experience of prioritising work over a wide range of issues	E	1,3
Knowledge	Experience of collating, recording and analysing statistical information	E	1,3
Knowledge	Experience of providing advice and recommendations to senior managers and employees	E	1,3
Special Requirements	Able to work flexibly	E	1,3
Special Requirements	Diplomatic, tactful and capable of being assertive when necessary	E	1,3
Special Requirements	Full clean driving licence	E	1,3

Car Allowance:

This post carries a 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]