**PERSON SPECIFICATION - HUMAN RESOURCES BUSINESS OFFICER POST REFERENCE: 101087**

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| **REQUIREMENTS** | **ESSENTIAL**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
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| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | CIPD Foundation Level 3 Certificate in Human Resource Practice (or working towards) (F) (I) | Working towards CIPD Intermediate Level 5 or Advanced Level 7 in HR Management or equivalent (F) (I)  Management or Business Qualification (F) (I) |
| **Work or other relevant experience** | Recent experience working in a Human Resources environment (F) (R)  Knowledge and understanding of Employment Law (I)  Experience of inputting and retrieval of information using a computerised database (I)  Demonstrate a working knowledge of HR Policies and Procedures (F) (I) | Recent Local Government or Public Sector experience within a HR Function (F) (I)  Recent HR experience within an Educational setting. (F) (I)  Local Government Pay and Conditions of Service (I)  Teachers Pay and Conditions of Service (I)  Experience of Absence Management (I)  Experience of Recruitment (I)  Working knowledge and application of HR in Schools (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Effective and proven interpersonal & communication (verbal and written) skills (I) (F) (R)  Ability to prioritise, plan and manage own workload (I) (R)  Ability to cope with a diverse workload and meet associated deadlines (I) (R)  Evidence of ability to undertake research and obtain information from a variety of sources and present findings to Senior Colleagues (I)  Ability to give sound professional advice and build effective and productive working relationships; and in particular having the self-confidence and perspective to facilitate open and honest relationships (I) (R). |  |
| * **General competencies** | Experience of working effectively as part of a team (F) (I) (R)  Commitment of providing high quality services to customers (I)  Proven experience of being able to cope in difficult situations and people (I) (R)  Commitment to personal development/improvement (I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Disability Discrimination Act (1995)) where necessary.