**HR ADVISOR**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | An experienced MCIPD accredited HR Advisor, or proven demonstrable work experience  Level A & B Psychometric Testing (HR) desirable | AF/I/C  AF/I/C |
| **WORK EXPERIENCE** | Demonstrable experience of working as a HR Advisor within a fast moving commercial environment  Experience of working in a supervisory role with accountability for managing own and team members workload  Understanding of process methodology, policy creation and writing | AF/I/C  AF/I  AF/I/C |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Understanding of PSED and application of it  Ability to collate, analyse and interpret data and complex legislation  Knowledge of delivering change management and continuous improvement processes  Understanding of key payroll elements, including financial control and regulations  Awareness of Local Government Pension Schemes and Firefighter Pension Schemes | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I |

# MEASURE CODE

I - Interview

C - Certificates

AF - Application form

AC - Assessment centre