**HR ADVISOR**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALIFICATIONS** | An experienced MCIPD accredited HR Advisor, or proven demonstrable work experienceLevel A & B Psychometric Testing (HR) desirable | AF/I/CAF/I/C |
| **WORK EXPERIENCE** | Demonstrable experience of working as a HR Advisor within a fast moving commercial environmentExperience of working in a supervisory role with accountability for managing own and team members workloadUnderstanding of process methodology, policy creation and writing | AF/I/CAF/IAF/I/C |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Understanding of PSED and application of itAbility to collate, analyse and interpret data and complex legislationKnowledge of delivering change management and continuous improvement processesUnderstanding of key payroll elements, including financial control and regulations Awareness of Local Government Pension Schemes and Firefighter Pension Schemes | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/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