# **PERSON SPECIFICATION: Project Development Officer – HR Information Systems POST REFERENCE: 107241**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | CIPD Level 5 Intermediate Diploma in HR Management or relevant equivalent (F,I) |  |
| * **Work or other relevant experience** | Implementation of new initiatives and developments (F, I)  Good practical knowledge of HR processes, preferably gained through experience (F, I)  Experience of working to deadlines and targets (F,I)  Experience of developing systems / modules (F, I)  Experience of working with an integrated HR and Payroll information system (F, I)  Experience of delivering training to managers and employees on system developments and processes (F, I)  Experience of developing and producing system procedure documentation & guidance (F, I)  Experience of testing software systems (F, I)  Experience of running and developing system based reports (F, I) | Experience of working with ResourceLink (HR/Payroll system)  (F, I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Ability to work effectively under pressure whilst ensuring a high degree of accuracy and maintaining excellent standards of customer care (F, I)  Detailed knowledge of HR policies and procedures and understanding of employment legislation (F,I)  Ability to plan and prioritise own workload (F, I)  Well developed presentation skills (I) | tieodeo | |
| * + **General competencies** | Maintains a professional approach in all circumstances (F, I)  Strong interpersonal and communication skills (F, I)  Self motivated (F, I)  Ability to cope under pressure with a variety of tasks and projects which have conflicting demands (R,I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.