# **PERSON SPECIFICATION: HR Officer (Band 9) POST REFERENCE: 101087**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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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 Foundation Level 3 Certificate in Human Resource Practice (F) (I) | CIPD Level 5 Intermediate Diploma in HR Management (F) (I)  CIPD Level 3 Certificate in Learning & Development (F) (I) |
| REQUIREMENTS | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
| * **Work or other relevant experience** | Recent generalist experience of HR case work (F) (R) (I)  Knowledge and understanding of Employment Law (F) (I)  Experience of inputting and retrieval of information using a computerised database (F) (I)  Demonstrate a working knowledge of HR Policies and Procedures (F) (I)  Experience of recruitment processes (F) (I)  Experience of supporting managers with non-complex HR case work including discipline, grievance and capability (F) (I)  Experience of independently managing re-deployment cases for non-senior posts (F) (I)  Experience of supporting managers with non-complex reorganisation consultations (F) (I)  Experience of providing support to managers in order to prepare management cases for appeal hearings (F) (I)  Experience of supporting managers with complex long term sickness absence cases (F) (I) | Recent Local Government or Public Sector experience within a HR Function (F) (I)  Recent HR experience within an Educational setting. (F) (I)  Application of Local Government Pay and Conditions of Service (F) (I)  Application of Teachers Pay and Conditions of Service (F) (I)  Working knowledge and application of HR in Schools (F) (I)  Experience of working with Resourcelink, specifically recruitment modules (F) (I)  Experience of using performance reporting software (F) (I) |

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| REQUIREMENTS | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
| * **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 (F) (I) (R)  Ability to cope with a diverse workload and meet associated deadlines (F) (I) (R)  Evidence of ability to undertake research and obtain information from a variety of sources and present findings to Senior Colleagues (F) (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 (F) (I) (R) | tieodeo |
| * + **General competencies** | Experience of working effectively as part of a team (F) (I) (R)  Commitment of providing high quality services to customers (F) (I)  Positive ‘can do’ attitude (F) (I)  Proven experience of being able to cope with difficult situations and people (F) (I) (R)  Commitment to personal development/improvement (F) (I) |  |

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.