**HUMAN RESOURCES OFFICER PERSON SPECIFICATION**

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| **Qualifications and Experience** | **Essential** | **Desirable** | **Source** |
| 5 GCSE passes A\* - C or equivalent qualification | ✔ |  | **A/I** |
| CIPD qualification | ✔ |  | **A/I** |
| Knowledge of Local Authority Financial Regulations |  | ✔ | **A/I** |
| ICT proficient | ✔ |  | **A/I** |
| Experience of dealing with personnel issues | ✔ |  | **A/I** |
| Experience in use of Excel and SIMS environment |  | ✔ | **A** |

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| **Abilities, Knowledge, Skills and Understanding** | **Essential** | **Desirable** | **Source** |
| Ability to work under pressure and meet deadlines | ✔ |  | A/R/I |
| Excellent organisation skills | ✔ |  | A/R/I |
| Ability to relate and communicate with colleagues and outside agencies | ✔ |  | A/R/I |
| Knowledge of payroll and its operation with payroll bureau | ✔ |  | A/R/I |
| Knowledge of personnel legislation |  | ✔ | A/R/I |
| Knowledge of pension legislation |  | ✔ | A/I/R |

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| **Personal Qualities** | **Essential** | **Desirable** | **Source** |
| Sensitive to the needs of the individual and willing to respond to those needs | ✔ |  | A/R |
| A good sense of humour | ✔ |  | A/I/R |
| Enthusiasm and energy | ✔ |  | A/I/R |
| Good interpersonal skills | ✔ |  | A/I/R |
| Excellent attendance and punctuality records | ✔ |  | A/R |
| Flexible approach to work | ✔ |  | A/R/I |

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| **Other Requirements** | **Essential** | **Desirable** | **Source** |
| Application forms should be completed in full | ✔ |  | A |
| Letters should be clear and concise | ✔ |  | A |
| DBS Disclosure required | ✔ |  | I |

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| **Confidential References and Reports** | **Essential** |
| Positive recommendation from current employer | ✔ |
| Satisfactory health & attendance record | ✔ |

**\* SOURCE**

**A - application**

**I - interview**

**R - references**