PERSON SPECIFICATION

**JOB TITLE: HR Adviser**

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED**  (see key below) |
| **EXPERIENCE/**  **KNOWLEDGE** | * In depth knowledge of current and emerging employment law. * Significant experience of handling complex employee relations matters. * Significant experience of partnership working with external agencies. * Significant experience of undertaking the full recruitment cycle inclusive of job description development, advertising, interviewing, offer and induction. * Experience of working in a complex governance environment. | * Experience of working in a local authority * Experience of working with public sector terms and conditions. | A, I |
| **SKILLS** | * Highly developed interpersonal, negotiation and persuasive skills are required to communicate at all levels i.e. partnership working with external agencies, unions, members of the Joint Committee. * Excellent communication skills both written and oral. * Ability to interpret complex data, research wider industries, analyse data and formulate options based on findings or interpretation of data. * Ability to design, develop and implement HR initiatives that have a significant impact on the HR strategy. * Highly methodical approach to work in order to ensure that reactive and proactive HR initiatives make a positive contribution. * Extensive use of IT equipment and systems including Microsoft suite and electronic records. * Attention to detail specifically around legal notes, report writing, letters and data entry. * Able to manage priorities in a fast-paced environment. |  | A, I |
| **EDUCATION/**  **TRAINING** | Fully Qualified to CIPD level 5 or equivalent experience | * Evidence of continuous professional development | A, P |
| **PHYSICAL REQUIREMENTS** | Not applicable |  |  |
| **OTHER RELEVANT (JOB SPECIFIC) POINTS** | The role is office based but the postholder will be expected to travel between TBTF sites*.* |  |  |

**A**=Application **T**=Test **I** = Interview  **P**=Proof (certificates etc.)