

APEX HOUSING ASSOCIATION

PERSON SPECIFICATION

POSITION: Personnel Officer, Head Office (Permanent)

DATE COMPLETED: August 2022

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none">• 3rd level education• CIPD Level 5 (and willing to undertake CIPD level 7 qualification)	<ul style="list-style-type: none">• CIPD Level 7
RELEVANT EXPERIENCE	<ul style="list-style-type: none">• Two years HR experience in a generalist role to include practical experience of<ul style="list-style-type: none">○ Recruitment & selection○ Provision of advice to front line managers○ Management of employee relations○ Performance management○ Absence management○ Design and delivery of training <p>AND</p> <ul style="list-style-type: none">• Demonstration of knowledge of current employment legislation, relevant Codes of Practice and best practice within HR	
COMMUNICATION	<ul style="list-style-type: none">• IT literate• Ability to communicate with and relate to people at all levels both internally & externally (both orally and written)• Ability to negotiate professionally and influence successfully• Ability to maintain positive and constructive working relationships• Ability to demonstrate analytical problem solving skills• Ability to manage and deal with issues or concerns in a prompt and efficient manner	
PERFORMANCE	<ul style="list-style-type: none">• Produces work with a high level of attention to detail, accuracy and reliability	

AND PROFESSIONALISM	<ul style="list-style-type: none"> • Works collaboratively with others within their own team, department and organisation to deliver results • Effective in planning, organising and managing own work with limited supervision • Sensitive to the confidentiality of employee related issues • Strives to add value and continuously improves the service offered 	
TEAM AND PARTNERSHIP WORKING	<ul style="list-style-type: none"> • Conscientious and proven team member with the ability to motivate and engage with people at all levels • Flexibility and ability to work irregular hours on an occasional basis as required 	
CIRCUMSTANCES	<ul style="list-style-type: none"> • Full current driving licence and access to a car * 	

* This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangement

If there is a high response for this vacancy either enhancements or the desirable criteria may be implemented.

Completed application forms must be returned to Personnel and Training Department
10 Butcher Street, L'Derry, BT48 6HL