



Person Specification			
<b>Post title</b>	HR Casework & Investigations Officer	<b>Grade / Salary</b>	Grade L / £40,221 - £41,418 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Experience within Human Resources	CV/SS / I
S2	Knowledge and understanding of Local Government terms and conditions, Employment legislation and case law.	CV/SS / I / P
S3	Ability to develop and maintain effective working relationships with Senior Officers/Trade Union Representatives	CV/SS / I
S4	Experience of giving advice to managers on Human Resources issues	CV/SS/ I
S5	Able to demonstrate ability to research, analyse and prepare reports	CV/ SS/ I
S6	Able to demonstrate the ability to prioritise and organise workload	CV/SS / I
S7	Awareness of equality and diversity issues	CV/SS / I
S8	Demonstrate a commitment to working as part of a team in a flexible and responsive manner	CV/SS / I
S9	Experience of using Microsoft Office applications	I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/SS / I
<b>Communication</b>		
C1	Excellent oral and written communication skills	CV/SS/ I
C2	The ability to relay complex information to managers and employees at all levels of the organisation in a range of formats and settings.	CV/SS / I
<b>Qualifications</b>		

June 2024





Q1	CIPD qualified or equivalent qualifications and experience.	CV/SS / I / C
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**CV/SS** = Curriculum Vitae / Supporting Statement   **C** = Certificate   **I** = Interview   **P** = Presentation

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

June 2024

