



| Person Specification |                                      |              |            |
|----------------------|--------------------------------------|--------------|------------|
| <b>Post title</b>    | HR Casework & Investigations Officer | <b>Grade</b> | Pay Band L |

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                                           | Extensive 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, E          |
| 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                                                                                        | CV/SS, I             |
| <b>Personal attributes and circumstances</b> |                                                                                                                                          |                      |
| P1                                           | You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect                  | 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             |

June 2024





| Qualifications |                            |          |
|----------------|----------------------------|----------|
| Q1             | CIPD Level 5 or equivalent | CV/SS, C |

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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

