

Hertfordshire County Council Job Outline



JOB TITLE: HR Officer
GRADE: H8
REPORTS TO: Senior HR Officer
TEAM: HR Resourcing Team
DEPARTMENT: Resources

Purpose of the Job

The HR Resourcing Team provides customers with support on a wide range of operational processes relating to Recruitment and attraction, providing customers with support on processes relating to people joining and leaving the council including:-

- Recruitment advertising including social and digital media Branding, Attracting & sourcing candidates
- Campaign management (including executive search)
- Assessment centres
- Pre-employment checks (including references, proof of right to work in the UK, DBS and Asylum and Immigration)

Main Areas of Responsibility

- Produce reports and documentation to support the provision of advice and guidance on a range of HR related matters as appropriate.
- Provide advice and guidance to ensure compliance with policies and processes, seeking solutions based on current HR best practice.
- Work with the team in responding to commission requests to ensure that any intervention commissioned has clearly defined outcomes and measures of success.
- Undertake analysis of queries/cases/data and produce reports to inform decision making, as required, to ensure any HR interventions are informed by a combination of industry knowledge, tools, and technology.
- Support the team and colleagues in other HR teams to ensure cost effective delivery and continuous improvement and development of contracts.
- Proactively identify the latest legislative and other trends, as related to your role e.g., latest academic and professional HR thinking and that these are brought to bear in the design and delivery of the HR Service offer.
- Where applicable, manage, guide and support a team to ensure delivery of objectives and provide a customer focused service

- Demonstrate HCC Values & Behaviours:
 - Being citizen focused
 - Making sure every penny counts
 - Acting with integrity
 - Getting things right and learning from experience
 - Continuing to innovate
- Actively promote the Council's equalities and diversity agenda and as appropriate develop specialist knowledge and expertise in this area.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Knowledge

- Working towards relevant professional qualifications e.g. CIPD or equivalent experience
- Knowledge and understanding of employment and equalities legislation, and HR best practice
- Knowledge and understanding of how to define and measure the effectiveness of HR interventions.
- Knowledge and understanding of HR systems and processes.
- Knowledge of Microsoft packages including Word, Excel and Outlook.

Skills & Abilities

- Ability to get things done through collaboration with colleagues but also challenge where necessary to support delivery of alternative solutions
- Ability to follow agreed policies and processes and challenge where appropriate, ensuring these are adhered to.
- Ability to provide advice to managers with confidence, influencing and challenging where necessary.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background,

identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.