

Position Title	HR Consultant, Case
Team	Human Resources
Directorate	Customer & Corporate Services
Responsible To	Lead HR Consultant, Case

Person Specification

Qualifications, training & professional membership	• Qualified to degree level in a relevant discipline or able to demonstrate equivalent experience	Essential
	• CIPD Chartered professional membership or equivalent	Desirable
	• Evidence of continuous professional development	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Sound experience of human resources policy, practices and processes;	Essential
Knowledge of Case Management landscape	Essential
Knowledge of employment legislation and regulations relevant to managing cases.	Essential
Ability to lead by example and inspire confidence and build respect	Essential
Ability to support and coach leaders to resolve cases	Essential
Proven ability to proactively develop and implement proposal and advice to ensure effective management of staff related cases whilst minimising risk to the organisation	Essential
Demonstrate ability in solving a range of HR related issues (some of which may be complex or contentious) and give advice based on HR policy, legal and technical/specialist knowledge.	Desirable
Ability to build relationships with stakeholders including TUs	Essential
The ability to monitor standards in relation to HR case management and act to ensure standards are applied equally across the council.	Desirable
Excellent written and verbal communication skills, with the ability to interpret and communicate policies, procedures and guidance	Essential

effectively to HR, colleagues and other stakeholders in an inclusive, clear manner.	
Ability to interpret and respond to complex employment policy queries	Essential
Be seen as a trusted adviser	Essential

Our Behaviours	
These apply to all posts	
Respect	We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.
Integrity	We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city
Flexibility	We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning