

HR Trainee			
Reference No.		Type	Individual
Service	Human Resources		
Job Family	Para Professional	Grade	FC4 – FC6

Purpose
To become professional skilled and competent as a member of an HR team providing a comprehensive range of HR Services at Service and Corporate levels.
To obtain full associate membership of CIPD.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking a range of project work, applying HR skills either as an individual or as part of a project team.	<p>HNC in related subject</p> <p>HND or Degree in a related subject</p> <p>Ability to work effectively as part of a team (Work together See 'How We Work Matters' Framework)</p> <p>Ability to provide a regular and effective service</p> <p>Experience of public sector working</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

## Role Profile

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Carrying out research and analysis to identify appropriate proposals / solutions. Report on and present proposals / recommendations.	Research and problem solving skills  Ability to produce high quality written work  Experience of project work	✓  ✓	  ✓
Assisting / producing a range of written material including reports, policies / procedures / processes and guidance, using a range of software packages.  Providing advice and guidance to clients and support the implementation of changes where necessary.	Experience of data collection and analysis  Well-developed written and communication skills (Focus on customers)  Good interpersonal skills	 ✓  ✓	✓
Providing customers, both at Service & Corporate level, with workforce information as required.	Ability to interpret and give practical advice on Fife Council's policies and procedures (Take ownership)	✓	
Providing support to HR Managers and other team members on various HR issues.	Ability to operate effectively to deadlines (Deliver results)	✓	
Representing the HR Service at internal meetings including consultation / negotiation, cross-Service working groups & project teams, and at external meetings as required.	IT Skills (Embrace technology and information)	✓	

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Dealing with general HR enquiries from employees, following these through to assistance, provision of information, report writing, training or audit. This may involve discussing the enquiry with a range of internal and external colleagues to reach a mutually acceptable solution.	<p>Ability to present issues clearly/concisely and to exercise influencing skills</p> <p>Ability to make presentations to a range of audiences</p> <p>Ability to travel to different locations</p>	✓	✓
Keeping abreast of local / national developments in local government and legislative changes.	Understanding of Local Authority and Fife issues		✓
Developing and maintain professional expertise enabling provision of current, best-practice thinking to Services.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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	A traineeship is a work-based training programme that leads to an industry approved qualification. As part of this job role the post holder will be expected to attain full associate membership of the CIPD through gaining Foundation and/or Intermediate qualifications as appropriate.		
	Candidates for this role must be resident in Fife and between the ages of 16-24.		

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria    D = Desirable Criteria

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- How we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results