

<b>HR OFFICER</b>			
Reference No.	I203.01	Type	Individual
Service	Human Resources		
Job Family	Para Professional 4	Grade	FC6

<b>Purpose</b>
To assist in the provision of an added value HR Service to Fife Council.
To work with HR Advisers and HR Lead Officers in delivering HR activities which support the council's Workforce Strategy.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Providing managers with routine professional advice on a range of HR issues relating to the council's HR policies and procedures.	Knowledge of employment legislation	✓	
	Educated to SCQF Level 8 which includes HND or SVQ Level 4 or equivalent	✓	
Acting as Duty Support by providing first point of escalation for Shared Service desk calls and emails.	Ability to provide a regular and effective service	✓	
Providing additional professional support to HR Advisers and HR Lead Officers on Managing Workforce projects.			

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Supporting/undertaking various professional activities within HR Centres of Expertise e.g. job evaluation, recruitment, workforce planning, HR Shared Services, employee benefits.	<p>Ability to interpret and give practical advice on Fife Council's policies and procedures (Take ownership - See 'How We Work Matters' Framework)</p> <p>Ability to recognise when a matter requires referral (Work together)</p>	✓	
Delivering HR briefings to managers and first line supervisors on a variety of HR Issues.	Communications skills (Focus on customers)	✓	
Contributing to the continuous development of HR systems which support and enhance the delivery of HR Services.	<p>Ability to operate effectively to deadlines (Deliver results)</p> <p>IT Skills (Embrace technology and information)</p>	✓	✓
Researching, drafting, consulting, seeking benchmarking and collating information and findings to support the operation of the wider HR function.	Developed knowledge in a specialist area of expertise		✓
Assisting with the drafting of a range of documentation including news items, HR guides, role profiles, notes.	Ability to produce high quality written work	✓	
Analysing written and statistical information.	Experience of data gathering and analysis		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

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

## 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"/>	

## 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