



Person Specification			
Post title	HR Casework & Investigations Officer	Grade	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
Skills, knowledge, experience		
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
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
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.

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