

Person Specification



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Post Title: HR and Training Officer		Scale 5 (Subject to Job Evaluation)	Department: Human Resources	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Degree in Human Resources or workforce / learning development or CIPD qualified to level 5 (or working towards) or equivalent work experience	Application form	Knowledge and experience of working with and supporting volunteers	Application form

Experience	<p>Proven experience working in a busy HR setting providing advice on a variety of ER and HR issues.</p> <p>Experience of applying HR principles and practices across a range of issues, including employee relations and workforce development.</p> <p>Experience of developing, procuring, and coordinating training that meets current and emerging workforce development needs.</p> <p>Experience of managing workload independently and solving problems within a defined area of practice. Ability to interpret and apply policies and procedures, underpinned by theoretical knowledge or equivalent practical experience.</p> <p>Experience of inputting, extracting and analysing workforce and other data from databases / spreadsheets</p>	Application form & interview	<p>Experience working in a health care organisation or charitable setting</p> <p>Experience of undertaking training needs analysis</p> <p>Experience of evaluating the impact of learning events</p> <p>Experience/knowledge of recruitment and selection (including clinical and medical staff) and volunteers</p> <p>Experience of using Staff Care/SMI system</p> <p>Experience of developing/implementing IT systems</p> <p>Experience of line managing or supervising a small team, including supporting performance and development.</p>	Application form & interview
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Skills and Knowledge	<p>Understanding and awareness of employment legislation and HR best practise, including equality and diversity</p> <p>Aware of organisational training needs including:</p> <ul style="list-style-type: none"> • Statutory and mandatory training • Induction • Appraisal • Continuing Professional Development <p>Excellent IT skills with the ability to use a suite of Microsoft packages including Word, Excel, PowerPoint, Outlook</p> <p>Excellent verbal and written communication skills</p> <p>Ability to build and maintain relationships with a range of stakeholders</p> <p>Organisational and prioritisation skills</p>	Application form & interview	Aware of health sector organisation training needs for example nursing, allied health professionals, social work staff and counselling staff	Application form & interview
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Personal Attributes	<p>Self-motivated and adaptable, with the ability to work independently or collaboratively</p> <p>Ability to manage own time showing initiative, drive and enthusiasm</p> <p>Approachable and emphatic</p> <p>Ability to maintain confidentiality and exercise discretion</p> <p>Able to evidence behaviour consistent with the Hospice values of professionalism, respect, compassion, choice, integrity and reputation</p>	Interview		
Special Requirements	Ability for independent travel			

Issue Date: **Employee signature:**

Line Manager Signature: