

## **PERSONNEL SPECIFICATION**

### **HUMAN RESOURCES OFFICER**

*The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.*

#### **1 ATTAINMENTS:**

##### **Essential:**

- (i) Relevant third level qualification
- (ii) Three years work experience in a Human Resources environment to include the provision of advice to individuals and/or organisations on employment matters and the development of Human Resource policies and procedures.
- (iii) Previous experience of managing staff.
- (iv) Previous experience of devising and delivering training programmes.
- (v) Extensive knowledge of equality legislation, employment law and Health and Safety regulations.

##### **Desirable:**

- (i) Knowledge and experience of Investors in People or other similar award systems.

#### **2 SPECIAL APTITUDES**

##### **Essential**

- (i) Ability to organise workload to achieve agreed targets and objectives.
- (ii) Ability to demonstrate a flexible approach to the delivery of training and development opportunities within the voluntary and community sector.
- (iii) Excellent presentation skills including the ability to communicate clearly both orally and in writing and the ability to adjust the style and content of communication to meet internal and external needs.
- (iii) The ability to plan, manage, monitor and motivate the work of a team and to build good working relationships with individuals and organisations.

### **3 INTERESTS**

#### **Essential**

- (i) Knowledge of current employment issues.
- (ii) An interest and understanding of the voluntary and community sector in Northern Ireland.

### **4 DISPOSITION**

#### **Essential**

- (i) Ability to work within the mission, vision and values of NICVA.
- (ii) Ability to work flexible hours and to travel throughout Northern Ireland at times demanded by the job.
- (iii) Committed to NICVA's policy of equality of opportunity.