

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Law and People	Service: Human Resources	Job Title: HR Assistant <i>(Workforce resourcing)</i>
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
Experience in HR, recruitment or administrative related role. Commitment to continuous professional development and achievement of CIPD qualifications. Knowledge of employment legislation and procedure. Working knowledge of recruitment processes and selection methods. Confident in the use of Microsoft Office applications Current knowledge of IT applications and databases and their functionality to undertake the role of systems administrator. Excellent interpersonal skills and high levels of confidentiality and integrity.	Attainment of CIPD qualification level 3/5 and/or relevant administration qualifications. Evidence of continuous professional development in HR related field. Experience in advising and supporting managers with attendance management or other employment matters. Experience of producing workforce statistics. Able to provide evidence of improving levels of performance or achieving key projects in HR or administration. Experience in local government.	Application Form Copy of qualifications

Competency	Essential	Desirable	How Assessed
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Achieving Results	Sets high personal standards for their work and uses own methods to measure success. Actively seeks feedback in order to learn and improve own performance. Able to demonstrate evidence of achieving service targets or other key performance indicators.	Evidence of producing workforce information. Experience of supporting formal employment investigations or hearings.	Interview Application Form
Communication	Able to provide advice on employment policy and procedure. Information and data is securely and appropriately communicated. Able to adapt communication style to meet the needs of different service users	Able to provide training and guidance to colleagues. Experience of working with trade unions or employee representatives.	Interview
Creative Thinking	Able to interpret employment policy and offer different workable solutions to service users. Able to utilise new approaches with digital solutions that transform service delivery.	Able to review and propose different approaches to streamline transactional activities. Evidence of redesigning processes that have led to improved level of service.	Interview
Customer Focus	Builds, nurtures and develops effective relationships with customers. Proposes innovative and creative solutions to customer needs. Evidence of redesigning process or systems that have improved services for customers	Experience of being the first point of contact for a HR service and understands the importance of maintaining professional standards at all times. Supported recruitment processes from advert through to employment.	Interview
Decision Making and Problem Solving	Takes a logical and compliant approach to resolving employment related issues.	Evidence of prioritising work to meet deadlines.	Interview

	Organises information logically and systematically to make decisions and determine priorities. Takes a positive approach to problem solving.	Evidence of upgrading and developing systems whilst ensuring continuity in service delivery.	
Making Change Work	Understands and explains the reason for change. Evidence of implementing change that led to improvement in service delivery.	Actively seeks and proposes ideas to continually improve systems and processes.	Interview
Managing Resources, Projects and Processes	Makes decisions on day to day priorities and manages own time effectively. Able to ensure that tasks associated with system upgrades and developments are managed effectively.	Evidence of managing administrative projects. Experience of working with internal and external customers.	Interview
Organisational Awareness and Commitment	Contributes to the vision and values of the Council.	Understands and sustains high levels of stewardship and governance around systems and processes	Interview
Personal Impact	Looks to develop personally and professionally. Able to provide evidence where their work has made an improvement to services.	Evidence of personal progression.	Interview
Working Relationships	Builds a solid foundation of mutual understanding and trust. Proactively supports colleagues. Displays willingness to learn from others, including own team members and peers. Ability to resolve conflict and not avoid difficult issues.	Experience of working with trade unions or employee representatives.	Interview

Equal Opportunities and Fairness	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment		Interview Application Form
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Date Issued: **October 2026** **Issued by:** **Principal HR Officer**