

<b>Role Profile</b>	<b>Senior HR Officer Band D/E</b>	
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Personal Responsibility</b>	<ul style="list-style-type: none"> <li>• Promote equality, diversity and Human Rights in working practices</li> <li>• Comply with health and safety legislation</li> <li>• Maintain standards of professional practice</li> <li>• Work as part of a team</li> </ul>	
<b>Information Management &amp; Technology</b>	<ul style="list-style-type: none"> <li>• Manage the implementation of technical systems</li> </ul>	
<b>Managing the Organisation</b>	<ul style="list-style-type: none"> <li>• Manage organisational change</li> <li>• Manage a project team</li> <li>• Manage the quality of service provision</li> <li>• Provide specialist advice and knowledge</li> <li>• Provide customer service</li> <li>• Prepare strategic position papers and briefings</li> <li>• Manage Information</li> </ul>	
<b>Managing &amp; Developing People</b>	<ul style="list-style-type: none"> <li>• Develop individuals and teams to enhance performance</li> <li>• Delegate work to others</li> <li>• Manage the performance of teams and individuals</li> <li>• Carry out performance reviews</li> <li>• Monitor and evaluate performance reviews</li> </ul>	
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Enable the organisation to retain personnel from all communities</li> <li>• Select required personnel</li> <li>• Ensure the correct handling disciplinary and unsatisfactory performance procedures</li> <li>• Support personnel processes</li> </ul>	
<b>Finance &amp; Resources</b>	<ul style="list-style-type: none"> <li>• Contribute to the effective control of the business</li> <li>• Maintain effective payroll and-or pension systems</li> <li>• Operate budgets</li> </ul>	
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Manage the welfare needs of individuals</li> </ul>	
<b>Behavioural Framework</b>		
<ul style="list-style-type: none"> <li>• Respect for Race and Diversity A</li> <li>• Strategic perspective C</li> <li>• Maximising Potential B</li> <li>• Teamworking B</li> <li>• Effective Communication B</li> <li>• Planning and Organising B</li> <li>• Personal Responsibility A</li> </ul>		