

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