FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Human Resources Officer - Reward
Reporting to:	Hr Team Leader - Reward / Senior Human Resources Adviser
Responsible for Line Management of:	N/A
Your Job is to:	To provide comprehensive professional advice and support on Job Evaluation and Job Sizing related issues to managers of the Council and to manage specific cases relating to these areas.
Grade:	H

What you will do :

Job Specific Tasks

1. Provide general advice, guidance and support to managers on Job Evaluation and Job Sizing related matters.
2. Act as case manager for allocated posts for job evaluation and job sizing, overseeing the cases through to job evaluation group/job sizing panel for consideration whilst providing advice, support & maintaining contact throughout the process with line managers and employees.
3. Prepare paperwork and support managers in formal grading appeal hearings as necessary.
4. Maintain records of job evaluation and job sizing to facilitate statistical analysis of data and prepare reports on related matters as required.
5. Develop and implement systems and processes as required.
6. Research, develop and contribute to implementation and review of HR policies.
7. Develop, co-ordinate and deliver training modules to employees on relevant topics.
8. Take care of own health and safety and the health and safety of colleagues.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will be required to deliver training courses.
6. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.

7. You may encounter distressed/upset individuals.
8. You will apply and ensure adherence to regulations or Council policy
9. You will be responsible for handling and processing information.
10. You will be responsible for moderately expensive equipment.
11. You will be required to use your own initiative.
12. You will be required to exercise sound professional judgement.
13. You will be required to maintain up to date knowledge of relevant legislation.
14. You will be required to maintain confidentiality at all times.
15. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in Human Resources • Membership of the Chartered Institute of Personnel and Development.		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Presentation skills • Organisational skills • Customer care skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience using MS office packages. • Experience of relevant legislation	• Ability to organise competing demands. • Experience working with Trade unions. • Experience in working in Public Sector or political environment. • Knowledge of SJC Job Evaluation Scheme • Knowledge of SNCT Job Sizing • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview