# Insert Job Title

## Job Description

**Job Title
Department
Salary Grade
Salary Range
Location
Reports to
Manages/Teams Responsible for**

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## Job Objective

* Bullet 1
* Bullet 2
* Bullet 3

## Main Duties

To be aware of the council’s policy on risk management and to escalate any new, emerging or potential risks to the post holder’s line manager.

Carry out such duties as may be required by your manager as appropriate to the post

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the council’s data protection policies.

Health and safety – to work in accordance with the council’s commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

This is a politically restricted post as defined by the Local Government and Housing Act 1989.

## Person Specification

Essential Experience and Knowledge

Examples

* **Ability to demonstrate** an understanding of housing legislation in the UK’, as opposed to ‘a minimum of 5 years’ experience working in a housing department’. (Referring to the number of years’ experience can imply discrimination on the grounds of age and, therefore, should be avoided, unless it can be objectively justified).
* **Experience of working** in a customer-facing environment
* **Proven track record of** working as part of a small HR team closely integrated with the organisation, providing general HR advice on a wide range of employee related matters to employees and line managers
* **Sound working knowledge of** employment legislation demonstrated through recent experience

### Desirable Experience and Knowledge

Examples

* Local government experience
* Experience of implementing an Equal Opportunities Policy

Education and Qualifications

Examples:

* 5 GCSE’s (4-9 / A\* - C)
* NVQ Level 3-5/BTEC/A’level or equivalent experience
* Degree qualification or equivalent experience
* CIPD qualified (professional membership qualifications)

Skills

Examples:

* Excellent interpersonal skills, with a high degree of awareness, emotional intelligence, and ability to perceive underlying issues, responding to conflicting and sensitive issues in an appropriate manner
* Well organised, and able to handle and progress a demanding workload to strict deadlines and keeping calm under pressure
* Able and willing to undertake all basic administrative aspects of the role, promptly and to a high standard
* Thoroughness and an ability to objectively weigh up conflicting views and issues

### Job Requirements

Examples:

* Availability to attend Committee Meetings which are normally held in the evening (approximately x per year)
* Requirement to travel throughout the MVDC area
* Integrity and commitment to providing a professional service focused on the values of MVDC and in line with our policies and procedures
* DBS check
* Political Restriction
* Driver Medical Clearance
* Working at Heights Medical

Employee Signature:

Date:

Manager’s Signature:

Date:

Job Description template updated October 2023