There are two stages within the Career Progression Scheme for HR and Development Assistants. The table below shows the pay grades applicable to each stage of the scheme. At each stage the minimum requirements of qualifications, knowledge, skills and experience that an individual needs to meet is described. Normal incremental progression will apply to pay grades, subject to the grade bars. Performance and competence will be reviewed as set out in the Council’s Appraisal process.

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| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |
| **Human Resources and Development Assistant**  **Grade 4** |  | * Degree or equivalent qualification |  | * Knowledge and understanding of human resources and development practice * Able to interpret and apply HR policies and procedures, terms and conditions of employment and employment legislation, with support. * Able to carry out investigations and provide advice and guidance to managers, with support. * To effectively use ICT to prepare documents, record information and input data. * To communicate effectively verbally and in writing as well as to be able to persuade, negotiate and influence effectively. * To see tasks through to completion in a timely and accurate way. * To work in a fast paced and demanding work environment. * Flexible and motivated team member who contributes positively to the HRD team. * Good interpersonal skills with the ability to communicate effectively with a variety of people, often in challenging situations. |  | * To demonstrate the Council’s values. * Commitment to work towards attaining professional qualification (Level 5 or 7) approved by the Chartered Institute of Personnel and Development (CIPD). |
| **Career Level** |  | **Experience and Qualifications** |  | **Ability, Skills and Knowledge** |  | **Personal Attributes** |
| **Human Resources and Development Assistant**  **Grade 6** |  | * Degree or postgraduate qualification * Professional qualification (Level 5 or 7) from the Chartered Institute of Personnel and Development (CIPD) * Experience of working in a busy HR team |  | * Good knowledge and understanding of a wide range of HR issues e.g. discipline, grievance, capability, attendance management, organisational change, TUPE, recruitment and selection and employee development. * Able to interpret and apply and apply HR policies and procedures, terms and conditions of employment and employment legislation, with support where necessary. * Able to carry out investigations and take appropriate action. * To effectively use ICT to prepare documents, record information and input data. * To communicate effectively verbally and in writing as well as to be able to persuade, negotiate and influence effectively. * To see tasks through to completion in a timely and accurate way. * To work in a fast paced and demanding work environment. * Flexible and motivated team member who contributes positively to the HRD team. * Good interpersonal skills with the ability to communicate effectively with a variety of people, often in challenging situations. |  | * To demonstrate the Council’s values. * To attend meetings as a representative of Sunderland City Council |
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