

Job Profile

Human Resource Consultant III

	Competency	Level	Desired responses demonstrates:
Corporate Competencies Behaviours with HR Context	Modelling Interpersonal Skills and Personal Responsibility	3	Demonstrates strong self-awareness through deliberate learning from past experience and self-reflection to increase personal effectiveness and responsibility. Uses strong interpersonal skills to build credibility and personal effectiveness.
	Taking Action and Achieving Results	3	Focuses, commits, and applies resources to identify and achieve appropriate results.
	Leading Change and Innovation	4	Leads the organization effectively through fast changing environments, and creates and implements a vision of an organization that is willing to take risks and test new approaches.
	Promoting Common Values & Ethics	3	Promotes the establishment, development and application of positive organizational values, ethics and standards of conduct. Keeps the organization's vision and values at the forefront of decision making and action.
	Thinking Strategically	3	Takes a comprehensive, long-term view, critically assesses options and implications while linking decisions to strategic goals.
	Influencing Others	3	Generates commitment while inspiring others. Builds coalitions internally and externally, to reach the organization's goals by using a variety of methods and adapting influence approaches, and by effectively using knowledge of how the organization really works.
	Demonstrating Client Focus	4	Creates a client-focused culture for the entire organization and engages others in providing outstanding service to internal and external clients.
Job Specific	Adaptability and Flexibility	4	Adaptability and flexibility is the ability to adjust to and work effectively within a variety of situations, and with various individuals or groups. This entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
Know-ledge	HR Expertise (may require in full or specific combinations of expertise)		Knowledge of legal framework for HR and roles & responsibilities of centralized and decentralized HR community members; strategic planning, change management and organizational development principles & practices; attraction, recruiting, organizational design and classification principles & practices; and labour relations & disability management practices and principles.

A job profile assesses which [competencies](#) should be exhibited, and at what level, to effectively perform the duties and responsibilities described in the job description.