

Job Profile

Human Resource Consultant I

	Competencies	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.
	Influencing Others	2	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.
	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.
	Taking Action and Achieving Results	2	Focuses, commits, and applies resources to identify and achieve appropriate results.
	Demonstrating Client Focus	3	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		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.
	Analytical Thinking		Involves arriving at an understanding of a situation by breaking it apart into smaller pieces or tracing the implications of a situation in a step-by-step way. Analytical thinking includes organizing the parts of a problem, situation etc in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; identifying time sequences, causal relationships or if-then relationships.
Knowledge	HR Expertise		Knowledge of legal framework for HR, job description development principles and practices, recruiting and staffing principles and procedures, and knowledge of electronic information systems,.

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.