

Job Profile

Human Resource Consultant II

	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.
	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.
	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.
	Taking Action and Achieving Results	3	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.
Knowledge	HR Expertise		Knowledge of legal framework for HR, JD development principles and practices, recruiting, electronic information systems, roles and responsibilities of centralized and decentralized HR community members, knowledge of Labour relations practices and principles, organizational design, disability management, and classification practices.

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.