

HUMBERSIDE FIRE & RESCUE SERVICE

EMPLOYEE SPECIFICATION

HR Service Partner

Post Ref: H70S1101, H70S1102, H70S1103, H70S1104

Temporary ☐

Established ☒

Part-Time ☐

Full-Time ☒

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none">• Delivering full range of HR services in a complex, unionised organisation.• Extensive complex employee relations experience in a unionised environment including absence management, capability, performance management, disciplinary and grievance matters.• Experience of participation in consultation with trade unions and employee representatives• Substantial experience of undertaking research, review and drafting and updating of policies.• Experience of workforce planning• Experience of planning and delivering schemes of work in response to approved HR strategy• Experience of providing detailed employment advice to senior managers, line managers and staff on employment law and conditions of service matters• Experience of supporting managers in conducting organisational reviews• Experience of carrying out HR project work• Experience of Coaching line managers in HR policy and practice	<ul style="list-style-type: none">• Operating using an HRSP/HRBP approach in a complex organisation• Experience of completion of Equality Impact Assessments• Job evaluation• Supporting change management programs and processes• Conducting appraisals	Application Form Interview
Education Training Qualifications	<ul style="list-style-type: none">• Chartered Member of the CIPD• Evidence and commitment to continuing professional development• Full UK Driving Licence	<ul style="list-style-type: none">• Qualified at Masters level or equivalent in subject relevant to HR or working towards	Application Form Interview Certificates Licence check

Special Knowledge	<ul style="list-style-type: none"> • Extensive and current knowledge and understanding of employment law and best practice in a range of HR issues 	<ul style="list-style-type: none"> • ORCE assessment process 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> • High level written presentational and analytical skills • Excellent time management and ability to prioritise changing demands • High level interpersonal and communication skills • Skilled in planning and monitoring progress in strategy / policy development and implementation • Delivery of advice according to target audience • Engagement and consultation skills 	<ul style="list-style-type: none"> • Mediation skills 	Application Form Interview
Behavioural Criteria	<ul style="list-style-type: none"> • Comfortable working on own initiative in focusing on specific project work • Proactive and positive approach • Flexible in adjusting to changing demands • Adaptable to relate and respond to viewpoints of a variety of stakeholders • Leads by example with colleagues and junior HR team members 		Interview
Working Arrangements	<ul style="list-style-type: none"> • Able and willing to adjust working times to meet the needs of the Service area (i.e. RDS Stations) • Able and willing to travel to other locations in Service area and beyond 		Interview