

HUMBERSIDE FIRE AND RESCUE SERVICE

HR ADVISOR

EMPLOYEE SPECIFICATION

Post Ref: H70S0902

Temporary ☐ Established ☒ Part-Time ☐ Full-Time ☒ Job Share ☐

	Essential	Desirable	How Measured
Experience and Knowledge	<ul style="list-style-type: none">• Comprehensive experience in coaching and advising managers in generalist HR matters, applying policy and procedures and including performance, absence, wellbeing, disciplinaries, grievances and restructure.• Experience of working with stakeholders to implement and support effective recruitment campaigns.• Knowledge of full range of potential HR issues, including recruitment, employee relations issues etc...• Good IT skills including Microsoft Office 365 (Word, Excel, PowerPoint, Outlook) and use of video media to support delivery of the role.	<ul style="list-style-type: none">• Experience of undertaking research and developing policies, procedures• Experience of delivering training/awareness workshops to develop manager skills.	Application Form Interview References
Education Training Qualifications	<ul style="list-style-type: none">• Evidence and commitment to continuing professional development• Full UK Driving Licence	<ul style="list-style-type: none">• Associate Member of the Chartered Institute of Personnel & Development (CIPD)	Application Form Interview References Certificates
Special Knowledge	<ul style="list-style-type: none">• Up to date knowledge of employment legislation and HR best practice		
Skills and Attributes	<ul style="list-style-type: none">• Excellent interpersonal and communication skills to be able to build and maintain effective relationships with a range of stakeholders.		Application Form Interview

	<ul style="list-style-type: none"> • Confident in advising and negotiating with others, via face to face, on the telephone and via on-line video calls. • High level attention to detail. • Ability to interpret policy and procedures to provide clear and consistent advice on a full range of HR matters. • Ability to compile accurate data analysis. • Excellent organisational skills including ability to manage time and prioritise effectively. • Ability to undertake research and develop policies, procedures, initiatives, projects and events. • Ability to work appropriately with confidential and sensitive information. • A creative and analytical thinking style, to solve problems quickly. • Collaborative approach; one organisation, one team. • A 'can do' and outcome focussed attitude and approach. 		References
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 		

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. On-Call Stations)• Able and willing to travel to other locations in Service area and beyond		Application Form Interview
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