

HUMBERSIDE FIRE & RESCUE SERVICE

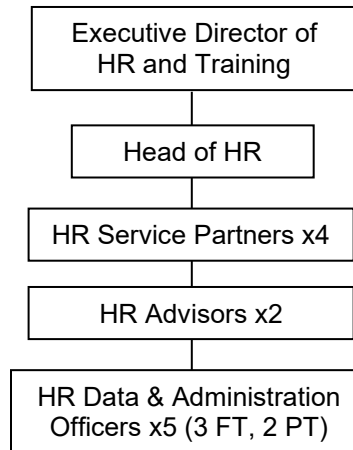
JOB DESCRIPTION

(Support Services Posts)

POST TITLE HR Advisor	POST NO.
SECTION/DIVISION/LOCATION Human Resources Team	POST GRADE Grade 9
<u>OVERALL PURPOSE OF THE JOB</u> <p>The HR Advisor will support the HR Service Partners in establishing and maintaining a pro-active and effective HR function which is underpinned by sound employment and recruitment advice and innovative HR best practice that meet the needs of the Service. You will work closely with line managers to resolve first line HR issues in an appropriate and timely manner.</p>	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <p>As the HR Advisor for your Service areas you will:</p> <ol style="list-style-type: none">1. Provide first line HR advice and guidance which supports managers in fairly, consistently and appropriately managing their staff within the law and the principles, behaviours, policies and terms and conditions of the Service2. Support the HR Service Partners on workforce matters including workforce planning, change management and service redesign3. Coordinate all recruitment and selection processes for the Service including advising on and participating in the recruitment and selection of Firefighters, Control and Support staff.4. Coordinate the review and production of all HR policies, supporting the HR Service Partners in HR policy development. Forward approved/completed policies on for consultation, record timescales and send reminders to policy consultation group.5. Complete equality analysis on HR policies and other HR activities as required6. Coordinate the implementation of projects arising from the HR Strategy7. Produce management information and data to drive and deliver change8. Provide first line advice on discipline, grievance, absence management and performance issues referring complex cases to HR Service Partners as appropriate9. Support managers at informal stages on non-contentious grievances, investigations, absence management meetings, etc. in conjunction with the HR Service partner for that area.10. In conjunction with the HR Service Partners and line managers, prepare job descriptions and person specifications11. Take part in the delivery of positive action12. Coordinate and take part in the delivery of management training on HR issues13. Produce statistical information on workforce data in response to HMI and other statutory body requests as required, including preparation of responses to FOI requests.14. Provide first line professional advice and guidance to administration staff in areas of employment contracts and employment queries15. Provide administrative support to the HRSP as appropriate including the drafting of HR related letters and supporting case management of employee relations issues.	

NOTES:

1. The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
2. The postholder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the postholder.

POSITION IN ORGANISATION**JOB REQUIREMENTS:****Personal Qualities**

The HR Advisor will adopt a proactive customer facing approach to the role and demonstrate the following personal qualities:

- Commitment
- Enthusiasm for innovation and continuous improvement
- Ability to influence and challenge appropriately
- Diplomacy
- Openness whilst maintaining confidentiality
- Keen attention to detail and commitment to achieving high standards
- Highly motivated
- Resilient and tenacious
- Ability and willingness to travel within the Humberside Fire & Rescue Service area
- Ability and willingness to work out of hours when necessary to meet the requirements of the Service

Knowledge and Skills

- Current knowledge of employment law, related developments and their effective implementation
- Associate Member of the Chartered Institute of Personnel & Development (CIPD) with demonstrable experience in supporting organisations to ensure continuous improvement and efficiency through HR practices
- Ability to build strong working relationships with senior managers, line managers and other stakeholders across multiple teams
- Strong communication and presentation skills, both written and oral with experience of writing for and presenting to stakeholders at many levels, e.g. staff, line managers, senior managers and Elected Members, as well as of developing clear policy and procedures.

- Analytical skills in assessing and interpreting quantitative and qualitative information and in identifying patterns, trends, and potential actions to ensure continuous improvement.
- Coaching skills in order to support line managers in dealing with HR issues
- Ability to influence and challenge appropriately
- A self-motivated individual who is happy to work as part of the wider HR team
- Strong working knowledge of Microsoft Office and experience of working with HR Information Systems

Creativity and Innovation

- Clear and imaginative thinker and problem solver
- Preparation of detailed information in a user-friendly style and manner appropriate to the needs, capabilities and size of the audience and in both formal and informal situations
- Preparation and presentation of reports in a way which meets the needs and capabilities of the intended readers and best promotes the intended message
- Effective interpersonal skills
- Determination of appropriate first line advice, balancing desired outcomes, Service objectives and legal requirement

Decision Making

- Determining appropriate first line advice and recommendations on HR policy matters, identifying and providing information on known and assumed risks and potential outcomes of recommendations

Contacts and Relationships

- HRSP - daily - to discuss progress, particular issues or receive information, direction or instructions
- Head of HR - frequently - to discuss particular issues or receive information, direction or instructions
- Line managers and staff - frequently - in identification and supporting resolution of issues
- Director of HR - as required - to update on progress, particular issues or receive information/instructions.
- Other Principal Officers and Senior Managers - as required - to discuss and advise on particular issues/projects.
- Staff in other organisations, e.g., other fire and rescue services, CLG, local authorities, other agencies, etc. - as required - to exchange information, share good practice, obtain advice, contribute to national/regional HR developments in the fire service etc.
- Trade union representatives – ad hoc – to participate in discussions on HR issues, proposals and projects

Responsibility for Resources

- Joint responsibility with others in HR for security and use of personal files and other sensitive personal information about employees and budget delegated
- All employees share responsibility for data stewardship across Humberside Fire and Rescue Service. This includes managing data with integrity, accuracy, and confidentiality; ensuring adherence to relevant data governance policies; and contributing to the quality and security of information used in Service processes.
- Employees must use designated systems for data recording to maintain consistency, confidentiality, and data quality. As part of this duty, staff should take reasonable steps to ensure that data is accurate, complete, timely, and relevant to its intended purpose, including validating information, avoiding duplication, and reporting errors or inconsistencies. By supporting good data practices, employees help enable reliable decision-making and protect the value of Humberside Fire & Rescue Service's data assets.

Work Environment

Work Demands

- Works to pre-determined deadlines for the production of reports and research information. These may be subject to change due to the complexities of projects as identified by the 'post holder'.
- Work subject to management of conflicting deadlines
- Supported by HRSP to re-prioritise work to meet demands
- Works with parties who may be in dispute or distress to facilitate resolution

Physical Demands

- All main duties can be performed with normal physical effort.

Working Conditions

- The majority of work performed will be in an office environment.

Work Context

- Work involves minimal risk to personal safety

Signature

Designation

Date

CONFIRMED BY:

RECEIVED BY:

PREPARED BY:

POSTHOLDER

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.