

HUMBERSIDE FIRE AND RESCUE SERVICE
EMPLOYEE SPECIFICATION

HR Data & Administration Officer

Post Ref:

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

	Essential	Desirable	How Measured
Experience	• Administrative skills • Entry level HR and/or HR Administration skills • Maintaining confidential and sensitive records • Co-ordinating projects on behalf of others • Manipulating data for reports and queries	• Involvement in the recruitment and selection of staff • Providing first line guidance and support to managers and employees on HR related matters • Working with different sets of terms and conditions of employment • Using HR information systems	Application Form Interview References
Education / Training / Qualifications	• GCSE Maths and English at Grade C or equivalent	• Level 3 CIPD or equivalent and prepared to work towards higher qualification as part of ongoing development • Associate Member of the Chartered Institute of Personnel & Development	Application Form Interview References Certificates
Knowledge	• Basic HR knowledge of absence management, discipline, grievance, recruitment and performance management processes.	• Current employment law	Application Form Interview References
Skills	• Microsoft office including: Word; Excel; Power Point • Communication both verbal and written • Empathy, discretion, tact, diplomacy and confidentiality • Excellent planning and prioritisation • Analytical skills in assessing, manipulating and interpreting employment related data	• Mail merge	Application Form Interview References
Working Arrangements	• Office based but may have to travel to other sites within the Humberside area. • Able and willing to travel to other HFRS locations and attend training courses or networking events		Interview