

HUMBERSIDE FIRE & RESCUE SERVICE

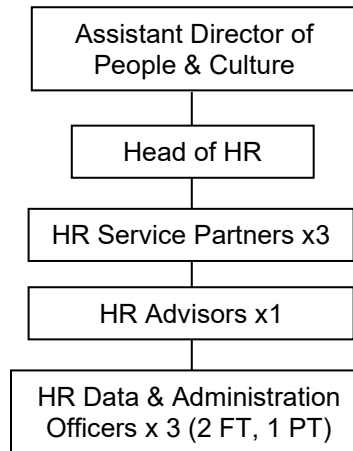
JOB DESCRIPTION

(Support Services Posts)

POST TITLE HR Data and Administration Officer	POST NO. H33S0647, H33S0648, H33S0619, H33S0659, H33S0663
SECTION/DIVISION/LOCATION Human Resources Team	POST GRADE Grade 6
<u>OVERALL PURPOSE OF THE JOB</u> To support the Human Resources (HR) Team in providing an effective and comprehensive HR service to managers and staff of the Fire and Rescue service.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> 1. Provides basic advice, support and guidance to managers and staff on employment policies and procedures and conditions of service for all staff groups, referring more complex matters to HR Advisors or HR Service Partners. 2. Monitors, records, and provides qualitative and quantitative reports on all employee activity, including workforce / establishment data, absence and returns on workforce composition. 3. Ensure that the HR email inbox is checked daily and emails either dealt with or forwarded on to the relevant party for action. 4. Draft responses to basic FOI requests; referring to more senior colleagues when necessary and seeking approval from the Head of HR before the response is submitted. 5. Provides administrative support to the Transfers and Postings process, ensuring applications to transfer are considered against set criteria and the transfer lists are updated and published on the Service website dynamically. 6. Works alongside line-managers and HR colleagues to support the recruitment process including preparing job advertisements, job descriptions and person specifications for vacant positions, including the coordination of the National Firefighter Selection process. Responds to queries received from employees, managers, and members of the public during the recruitment process. Participates in the recruitment and selection of more junior roles in the Service, where necessary. 7. Provides administrative support for HR processes including but not limited to job evaluation, grievance and disciplinary, performance and capability hearings, etc., 8. Administers, prepares, and checks information for all employee lifecycle movements prior to inputting onto the HR database. 9. Undertakes regular audits of pay, contractual and FireWatch data entry information in order to ensure data quality, best practice, service standards and legal compliance. 10. Assists in preparing for, promoting, and attending careers events, taster days and positive action initiatives in order to attract a diverse range of potential applicants for all types of roles within the Service. 11. Maintains the baseline and dynamic Organisation Charts, ensuring that approved changes are accurately made. 12. Records and updates grievance, discipline, and performance improvement on the HR database. 13. Assists in the development of systems and processes to ensure compliance with new legislation, Service policy and best practice.	
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:

Knowledge and Skills

- Ideally qualified as a HR practitioner (minimum Level 3 Certificate in HR Practice).
- High level of communication and interpersonal skills when providing advice, both verbal and in writing to managers, staff, and other internal and external contacts.
- Well-developed administrative and IT skills to ensure that systems are maintained and enhanced in support of the HR function and the wider Service.
- General awareness of HR policies and procedures.
- An awareness of terms and conditions of employment.
- Discretion, tact, diplomacy, and confidentiality when dealing with managers and staff.

Creativity and Innovation

- Analyses HR related problems and uses knowledge and experience to recommend appropriate solutions.
- Interpretation and application of policies, procedures, and conditions of service to achieve effective outcomes.
- Analyses applications for employment and assists in producing fair and objective shortlists for interview.
- Produces detailed reports to support review and research projects.
- Uses IT packages and equipment to extract and provide accurate information in a logical and clear format.

Decision Making

- Determines appropriate advice in response to queries from managers and staff using general guidelines on HR policies, procedures, conditions of service and best practice.
- Makes sound shortlisting recommendations by objectively interpreting the validity of submissions.
- Supports sound decision making at interviews on candidate selection and assists managers in providing objective feedback to unsuccessful candidates.
- Uses discretion when to refer matters to more senior HR staff.

- Works within generally defined guidelines but will be required to use judgement and discretion in dealing with non-routine matters for which there may not be a readily available precedent or point of reference.
- Check management decisions for accuracy on staff movements/lifecycle information prior to submitting to the SSC for processing.

Contacts and Relationships

- Contact with line-manager on a daily basis to share relevant information and feedback on HR matters.
- Daily contact with managers and staff to provide advice and support on a range of HR issues.
- Regular contact with SSC, Finance, Communications, Occupational Health, operational managers and other external agencies, e.g. Pensions, on-line Firefighter Recruitment company, Office for National Statistics, etc.
- Regular contact with potential applicants for vacant positions at interview and when providing feedback.

Responsibility for Resources

- Joint responsibility with others in the HR function for the security and use of all personal and other sensitive information about employees.

Work Environment

Work Demands

- Strict deadlines to be followed especially when dealing with pay and contractual issues with regular interruption in the programme of tasks to meet changing demands and priorities. The work is varied and the programme of tasks can be subject to disruption due to regular enquiries, visits and meetings and to changes in priorities and demands.

Physical Demands

- Generally, no excessive physical demands. Occasional visits to other Service premises and locations within the area.

Working Conditions

- Majority of work performed in office environment.

Work Context

- No specific and particular risk.

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.