

**HR Advisor**

**£28,203 - £29,854 Scale SO2 (SCP 32 – 34) plus benefits**

We have an exciting opportunity for a suitably qualified and experienced HR Advisor to assist the HR Services Manager in providing a high quality, customer focused HR service. This will include contributing to the development of policies, procedures and standard operating protocols, as well as organisational strategies and key business decisions. If you are comfortable working in a fast paced, dynamic, organisation during periods of organisational change with the ability to lead and influence at the most senior level we would love to hear from you.

**The Role**

This HR Advisor will play a vital part in supporting managers and employees in line with organisational policies, procedures and legal requirements and supporting the general operation of the HR function. A key role within the HR team, it is critical in the provision of appropriate, reliable and timely advice and guidance, carrying an appropriate personal caseload of complex ER / project casework and undertaking day to day supervision of HR Coordinators and HR Assistants as appropriate.

**Required Skills/Experience:**

* An experienced MCIPD accredited HR Advisor, or proven demonstrable work experience.
* Level A and B Psychometric Testing qualifications desirable.
* Experience of supervising a team, with responsibility for ensuring appropriate training and support is provided, work is allocated and completed appropriately, and activities are undertaken in compliance with all relevant regulations and legislation.
* Substantial experience of managing complex ER cases and a comprehensive and contemporary understanding of Employment Law.
* Substantial experience of policy creation / development and ensuring that changes are embedded in practice.
* Demonstrable experience of successful and effective change management and continuous improvement processes.
* Knowledge of computerised data information systems; experience of actively managing the introduction of new information systems would be an advantage.

**What we can offer you**

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive benefits package, including up to 41 days holiday, Local Government Pension Scheme, and access to a range of social and volunteering opportunities.

Closing Date 20 March 2017 09:00 hours.

Interview 24 March 2017.

Please visit <https://www.northeastjobs.org.uk> to apply for this role.

In the event that you would like to have an informal discussion regarding the post please contact Tracy Thomas, HR Services Manager on 0191 4441622.

