



Protecting local
communities

VACANCY

Job Title: HR Advisor (12 Months Fixed-Term Contract)

Hours: 37 hours per week

Salary: £25,463 - £28,221 per annum (starting salary £25,463)

Location: Training & Administration Hub, Endeavour House, Queen's Meadow Business Park, Hartlepool, TS25 5TH

Cleveland Fire Brigade has an exciting opportunity for a qualified HR professional to join the service.

The HR Team provides critical support to operational functions, through the delivery of highly effective and efficient services including recruitment, health and wellbeing, policy and procedure, employee relations and equality, diversity and inclusion.

This post will cover a period of maternity leave and will lead on a number of key projects that will contribute to shaping the future of the Brigade; in particular our Equality, Diversity and Inclusion (EDI) Strategy.

The role will provide a varied and stimulating experience whilst working alongside a network of strategic and operational leaders, with exposure to the full breadth of services in the Brigade.

Excellent communication and organisation skills are essential, in addition to the ability to work collaboratively. Experience of EDI, at an operational level, would be an advantage.

Candidates are expected to have, or be working towards, CIPD Membership.

Closing Date: 9 December 2018

Assessment/Interview: 20 December 2018

Applicants who have not been contacted by should assume they have been unsuccessful.



North East
Better Health
at Work Award



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Personal Role Profile

Role Title:	HR Advisor	Reporting To:	Head of HR
Location:	Training & Administration Hub	Role/Grade:	F
Purpose of Role:	To deliver a proactive and flexible HR service by providing relevant and appropriate HR advice and support, whilst driving best practice and ensuring compliance with all Brigade procedures, documented policies and employment legislation.		

Key Responsibilities

- Advise, coach and provide guidance to managers to ensure compliance with the application of Brigade policies and procedures in order to maintain the integrity of the Brigade.
- Responsibility for the complete 'life cycle' for recruitment, selection, induction, transfers or promotion for both internal and external appointments. This includes responsibility for all aspects of recruitment, selection or appointment, including pre-employment checks, the design and development of tools to assist in these processes which may reflect national guidance but must be in line with employment legislation. It may also include working with external agencies and partners.
- Provide support to managers on recruitment and be involved in the development of role profiles and person specifications, running and evaluation selection processes including interviews to ensure the candidate matches the job skills.
- Provide accurate information and advice to managers to agreed policies, procedures and conditions of service for progressing sickness absence cases, attending case conference meetings as required and in conjunction with Occupational Health and senior managers, so that cases are satisfactorily resolved.
- Support managers during grievance, discipline and capability proceedings, ensuring that the appropriate standard of preparation and presentation is upheld in respect of documentation, process and dialogue.
- Support the delivery of the Brigade's Equality, Diversity & Inclusion Strategy.
- To be proactive in ensuring compliance with Equality & Diversity legislation, particularly the Public Sector Equality Duty and Equality Act and keeping up to date with national initiatives.
- Researching, developing and delivering equality and diversity activities in line with the Brigade's EDI strategy and taking responsibility for key end results.
- Provide training, guidance and support for the workforce on equality and diversity issues.
- Support the delivery of formal HR training to managers to ensure they are clear about their roles and responsibilities.
- Support the research, development and implementation of HR policies and procedures, ensuring they align with Legislation, Government requirements and Conditions of Service.
- Completion of statistical returns and reports for internal and external audiences.
- Co-ordinate job evaluation meetings and outcomes.
- Provide support for any HR system or process related developments required to increase efficiency and service delivery.
- Responsibility for the coordination and administration of the annual CPD process ensuring this is in accordance with policy, procedure and agreed timescales.
- Undertake such other duties and responsibilities commensurate with the level of the role.
- To take reasonable care of own health and safety and co-operate with management to enable compliance with health and safety policies and legislative requirements.
- Promote equality and diversity including implementing and communicating the organisation's values and expectations.
- Apply Best Value and continuous improvement principles into organisational functions and activities.
- Ensure that self and indirectly managed staff continuously develop to improve organisational performance.
- Represent the Brigade on appropriate external bodies, regional or national committees or working groups.

- Network with peers and central bodies to capture and learn from good practice.
- Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.
- The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility. As a result you may be required to undertake work in other areas of HR to manage peaks in the team's workload.
- To ensure that the Department *fully* comply with Data Protection and Freedom of Information legislation in the provision and storage of data. Assist in the undertaking of regular audits of the system and help produce exception reports as appropriate to ensure compliance.

Corporate

- Take reasonable care of own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.
- Promote equality and diversity including implementing and communicating the organisation's values and expectations.
- Apply Best Value and continuous improvement principles into organisational functions and activities.
- Ensure that self and directly managed staffs continually develop to improve organisational performance.
- Attend external bodies, national committees or working groups as required.
- Network with peers and central bodies to capture and learn from good practice.
- Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.

Uniform

- The person appointed to this post is required to wear the Brigade's Corporate Wear uniform in line with the Brigade's Dress and Appearance Policy.

PERSON SPECIFICATION**JOB TITLE:** HR Advisor**DEPT:** Human Resources**GRADE:** F

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW MEASURED (see key below)
EXPERIENCE/KNOWLEDGE <ul style="list-style-type: none">• Experience of working in a generalist HR environment providing advice and support to managers in areas such as discipline, grievance, sickness management and recruitment and selection.• Knowledge of employment law, best practice and ACAS guidance.• Experience of coaching managers in HR related skills.• Experience of delivering a high volume recruitment campaign.• Experience of engaging with underrepresented community groups and the development and delivery of positive action campaigns.• Experience and knowledge of relevant equality and diversity legislation and the practical application of it in policies, procedures and practices with demonstrable success.• Experience of dealing with complex or contentious information or situations.• Understanding of data protection legislation and how this applies to this role.• Experience of working within an emergency service (preferably fire service).• Experience of working in a trades union environment.	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>✓</div> <div>✓</div>	<div>A, I</div> <div>A,I</div> <div>A,I</div> <div>A,I,T</div> <div>A,I,T</div> <div>A,I</div> <div>A, I</div> <div>I</div> <div>A,I</div> <div>A,I</div>
SKILLS/COMPETENCE <ul style="list-style-type: none">• Effective communication skills both written and oral, in order to interact with employees at all levels of the organisation.• Ability to prioritise own workload.• Ability to deal effectively with employee relations issues in accordance with established policy and procedure with a strong attention to detail.• Ability to produce reports to	<div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div>	<div>A,I</div> <div>A,I</div> <div>A,I</div> <div>A,I</div>

<p>demonstrate progress against objectives.</p> <ul style="list-style-type: none"> • Problem solving skills with the ability to make recommendations to managers on handling various employee relations/resourcing issues. • Ability to work to deadlines, multi task and reprioritise work as necessary. • Able to use IT packages such as word, excel and powerpoint. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A,I</p> <p>A,I</p> <p>A,I</p>
<p>EDUCATION & TRAINING/ DEVELOPMENT</p> <ul style="list-style-type: none"> • CIPD Member • CIPD qualified (graduate) or equivalent experience. • Employment law updates, training and development courses. • Driving licence. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>A,I,P</p> <p>A,I,P</p> <p>A,I</p> <p>A,P</p>
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Show an awareness of developments and be creative in approach to equality and diversity. • Ability to deal with complex or sensitive information • Ability to remain calm under pressure. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A,I</p> <p>A,I</p> <p>A,I</p>
<p>OTHER RELEVANT (JOB SPECIFIC) POINTS</p> <ul style="list-style-type: none"> • Prepared to represent Cleveland Fire Brigade and its core values and beliefs at all times. • Commitment to Equality and Diversity. • Commitment to Health and Safety • Strict observation of confidentiality • Occasional evening and weekend work for recruitment events. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>

A=Application, T=Test, I=Interview, R=References, P=Proof (certificates etc.)