



Protecting local
communities

Human Resources Advisor

18.5 Hours per week Job Share

Salary £27,041 (Development) - £29,577 (Competent) per annum pro rata

Training & Administration Hub, Queens Meadow Business Park, Hartlepool

The Brigade is seeking a knowledgeable and enthusiastic individual to play a key role in the provision and delivery of a modern, professional, and responsive HR service, supporting the Fire Authority to achieve its goal of 'A Proud, Passionate, Professional and Inclusive Workforce'.

This is an exciting opportunity to be part of a leading, forward thinking and high performing Fire and Rescue Service. Cleveland Fire Brigade (CFB) is one of the top performing Fire and Rescue Services in England.

Working with staff, managers and representative bodies you will be responsible for encouraging positive employer-employee relationships to promote a positive, healthy and inclusive workforce culture across the organisation.

The successful candidate must be able to demonstrate innovation and forward thinking in their approach to policy development and the management of recruitment and employee relations issues with a proven ability to engage, influence and motivate others.

Please refer to the job description and person specification documents for full details of this post.

You will be joining a proud, passionate, professional and inclusive team and will have access to a range of benefits including:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms
- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

For an informal discussion about the role please contact Michelle Richardson, HR Manager on 01429 874023.

The deadline for applications is 17:00 hours on Friday 13th November 2020

Dates for noting:

Closing date: 13th November 2020
Notification of shortlist: w/c 16th November 2020
Interview (including presentation): w/c 23rd November 2020

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black or Minority Ethnic Backgrounds (BME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are disabled as these groups are currently underrepresented within our workforce.



Protecting local communities

Job Description and Person Specification

Human Resources Advisor: Grade F

Job Description

Role Title	Human Resource Advisor	Reporting to	Human Resources Manager
Location	Administration and Technical Hub	Role/Grade	Grade F

Purpose of the Job

The purpose of this job is to assist with the provision and delivery of a professional and effective Human Resource services within Cleveland Fire Brigade, and will support the organisation to achieve its Strategic Goal of : A Proud, Professional, Passionate and Inclusive Workforce'

Key Duties and Responsibilities

Corporate

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing strategies
- 1.2 Ensure individual continuous development to improve personal and organisational performance
- 1.3 To attend internal and external events as required and network with peers to capture/share learning and good practice e.g. Equality, Diversity & Inclusion Seminars, HR practices seminars etc.
- 1.5 To ensure compliance with the Data Protection Regulations
- 1.6 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.7 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

Functional

Under the direction of the Human Resources Manager:

- 1.8 Assist with practices and activities to attract, retain and promote a diverse, inclusive and skilled workforce.
- 1.9 Work with CFB staff, external partners and community groups to raise awareness of CFB as an employer of choice including identifying suitable events which could be utilised to engage with the community and build relationships to promote the role of CFB
- 1.10 Conduct research and horizon scanning to ensure the organisations knowledge of relevant legislation and public sector initiatives and requirements remains current.
- 1.11 Provide information, advice, guidance and training to staff on a range of HR topics e.g. discipline, sickness etc
- 1.12 Assist in the collation of a range of information required for internal and external reporting purposes e.g. Sickness Absence, Workforce Planning, Annual 'Public Sector Equality Duty Report', annual Assurance etc.
- 1.13 Monitor and manage a range of statistical data which will be used to inform performance indicators aligned to the Brigades performance management framework.

- 1.14 Assist develop and maintain a range of HR policies and procedures ensuring that they are legally compliant and up to date
- 1.15 Provide accurate information and advice on routine matters such as Employment legislation, workforce information, data or intelligence, Brigade policies and procedures, practices and Conditions of Service
- 1.16 Support life cycle events of employees from recruitment, selection, induction, transfers or promotion, retirement and case management for both internal and external appointments
- 1.17 Provide support to Head of HR and HR Manager on all employee relations cases allocated from the case management list
- 1.18 Provide HR support at meetings/events (for example interviews, disciplinaries, grievances, recruitment events, promotion processes, etc.)
- 1.19 Assist in the undertaking of regular audits of HR systems and help produce exception reports as appropriate to ensure compliance
- 1.20 Provide support for brigade staff and to HR team relating to a range of HR systems or process related developments

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

Role Map

In addition to the general qualities required of a function manager, the post holder is subject to some aspect of the Fire and Rescue Service Supervisory Manager Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- WM 1 Lead the work (of teams and individuals) to achieve objectives to meet requirements
- WM2 Manage information for action
- WM3 Take responsibility for effective performance
- WM4 Investigate and report on events which inform future practice
- WM6 Support the efficient use of resources
- WM9 Plan and implement activities to meet service delivery needs
- EFSM10 Exchange information to ensure effective service delivery
- EFSM 20 Provide information to support decision making

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Green Book Office Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

Person Specification

Category	Criteria	Measure
Qualifications Competences	<ul style="list-style-type: none"> Relevant professional/vocational qualifications e.g. CIPD, Leadership & Management L3 (E) 	AF/C
	<ul style="list-style-type: none"> Member of a relevant professional body (E) 	AF
Experience	<ul style="list-style-type: none"> Sound working knowledge and experience of managing sickness absence, discipline and grievance cases (E) 	AF/I
	<ul style="list-style-type: none"> Evidence of providing advice relating to policy, procedure and employment legislation at all levels within an organisation (E) 	AF/I
	<ul style="list-style-type: none"> Experience of delivering recruitment and selection initiatives and activities, including high volume (E) 	AF/I
	<ul style="list-style-type: none"> Experience of providing statistical data to support performance management systems (E) 	AF/I
	<ul style="list-style-type: none"> Working appreciation of current and emerging Employment legislation, national initiatives and related agendas within the Fire & Rescue service (E) 	AF/I AF/I
	<ul style="list-style-type: none"> Experience of researching and writing of procedures and reports to support delivery of strategies, practices and action plans (D) 	
	<ul style="list-style-type: none"> Evidence of effective contribution to organisational objectives particularly within equality, diversity and inclusion; personal values and behaviours (E) 	
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Forward thinking, innovative (E) 	AF/I
	<ul style="list-style-type: none"> Exceptional interpersonal skills (E) 	AF/I
	<ul style="list-style-type: none"> Ability to engage, influence, enable and motivate others (E) 	AC/I
	<ul style="list-style-type: none"> Show initiative and take an evaluative and creative approach to work (E) 	AF/I
	<ul style="list-style-type: none"> Effective communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations both orally and in writing (E) 	AF/AC
	<ul style="list-style-type: none"> Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E) 	AF/AC/I
	<ul style="list-style-type: none"> Well-developed analytical skills with a proactive approach to problem identification and solving including complex management issues (E) 	AF/AC/I
	<ul style="list-style-type: none"> A high degree of personal integrity (E) 	AF/AC/I
	<ul style="list-style-type: none"> Enthusiastic (E) 	I
	<ul style="list-style-type: none"> Commitment to continuous professional development (E) 	I
	<ul style="list-style-type: none"> Prepared to work flexible (E) 	AF/I
Other	<ul style="list-style-type: none"> Ability to meet the Service's medical requirements (E) 	Medical
	<ul style="list-style-type: none"> To possess a full current driving licence, or access to a means of mobility support (E) 	AF/C

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate