



## Employee Relations and Compliance Manager

**£46,464 per annum (starting salary) + benefits**

### About Us

Tyne and Wear Fire and Rescue Service is one of the UK's leading Fire and Rescue Services. We pride ourselves in striving to "Create the Safest Community" and our dedicated and diverse workforce are committed to delivering this.

We are currently rated as good by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), and we consider ourselves to be a high performing, innovative organisation that is well regarded by the communities we serve and the partner agencies with which we do business.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve.

### The Department

The People & Culture Department is currently going through a significant period of change and we have a number of new and exciting opportunities available

The Department is made up of three clearly defined teams that work closely together to provide a comprehensive people offer. These teams include 1). People Systems and Transformation, 2). Employee Relations and Compliance and 3). Equality, Diversity and Inclusion.

Our aim is to provide an environment where people are aware of what is expected of them, and are supported to achieve the required standards and fulfil their potential. We truly value our employees and ensure they have a voice which positively contributes to our cultural growth and supports our aspirations of being an "Employer of Choice"

### The Role

We are looking for a talented and experienced individual to join us as Employee Relations (ER) and Compliance Manager. Reporting directly to the Head of People & Culture, this role will ensure the ER team provide a high quality, customer focused service, ensuring compliance and addressing people management issues promptly and consistently.

The post holder will need vast knowledge and experience across multiple HR specialisms to provide advice and guidance at both a strategic and operational level, and they will provide hands-on support in the management of complex and escalated ER cases. Experience within a heavily unionised public sector organisation would be advantageous but is not essential.





The successful candidate will need to demonstrate a firm commitment to inclusivity, fairness, dignity and the highest standards of ethical behaviours and will champion these in their day to day work.

## The Selection Process

This is a multi-stage assessment process; successful candidates will be progressed to subsequent stages, all candidates will be notified of their outcomes following participation in a given assessment stage.

Set out below are the key dates relating to this selection process:

Stage	Timeline*
Advert closes	12 noon on 15 August 2024
Notification of shortlist	16 August 2024
I3 Profile online assessment	16 August 2024
Interview	21 August 2024

*\*Please note the dates and stages detailed may be subject to change*

## Interested in applying?

Further details can be found in the accompanying job description and person specification. You are required to complete our on line application form and submit a supporting statement of no more than 1000 words which should demonstrate how you meet the criteria stated on the person specification and job description.

**Please submit your supporting statement and equal opportunities monitoring form by no later than 12 noon on 15<sup>th</sup> August 2024.**

Further information about our Service can be found by visiting [www.twfire.gov.uk](http://www.twfire.gov.uk) and our various social media channels.

For further information about the role, please contact the Director of People Services via email at [Ken.Corbett@twfire.gov.uk](mailto:Ken.Corbett@twfire.gov.uk)

## Pre-employment checks

The successful applicant will be subject to our pre-employment screening process which includes a standard DBS check, completion of an occupational health medical questionnaire and a substance abuse test. We will also conduct right to work and reference checks.



## Our facilities

Tyne and Wear Fire and Rescue Service Headquarters are located in purpose built premises based in Washington, within easy reach of the A1 and A19. On site facilities include a staff gym, ample free parking and canteen facilities.

## Key employee benefits

- Generous leave entitlement commencing at 23 days plus Public Holidays and 3 local days to be used over the Christmas period
- Flexi-time scheme in operation
- Local government pension scheme
- Free on-site parking
- Free on-site gym
- Blue light discount
- Car leasing scheme

