

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

EMPLOYEE RELATIONS & COMPLIANCE MANAGER

CATEGORY	CRITERIA	E/D	MEASURE
EDUCATION / QUALIFICATIONS	Level 7 qualification in HR related subject, or substantial work experience relevant to the role.	Essential	AF / C
	Excellent literacy and numeracy skills.	Essential	AF / C
	Member of CIPD (or willing to work towards obtaining membership if required).	Desirable	AF / C
WORK EXPERIENCE	Experience of managing an HR team and ensuring the required performance standards are achieved.	Essential	AF / I
	Experience of working across multiple HR specialisms with the ability to consider wider implications and potential knock-on effects.	Essential	AF / I
	Experience of managing sensitive, complex and / or escalated ER cases, using a risk-based approach and ensuring compliance with internal policy and current legislation.	Essential	AF / I
	Experience of developing and implementing HR policies and procedures.	Essential	AF / I
	Experience of identifying issues / short-falls (i.e. with processes and systems), with the ability to propose and implement pragmatic solutions as part of our ongoing commitment to continual improvement.	Essential	AF / I
	Experience of analysing and interpreting people management data and information, and preparing comprehensive reports / recommendations to support decision making at a senior level.	Essential	AF / I
	Experience of contributing to the development and implementation of strategic plans, development initiatives and / or people related projects.	Desirable	AF / I
	Experience of working in a heavily unionised environment with exposure to Industrial Relation matters.	Desirable	AF / I

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	Experience of working in a public sector organisation with awareness of current issues which may impact on service delivery.	Desirable	AF / I
SKILLS / KNOWLEDGE / APTITUDE	Sound up to date working knowledge of HR best practice principles and compliance with case law and current employment legislation.	Essential	AF / I
	Excellent interpersonal skills with the ability to build strong professional relationships with colleagues and stakeholders at all levels.	Essential	AF / I
	Excellent organisational skills with the ability to plan and prioritise own work and work of others to meet tight and often conflicting deadlines.	Essential	AF / I
	Able to work on own initiative under minimal supervision, whilst also being a pivotal member of the wider team.	Essential	AF / I
	Strong negotiation skills with ability to demonstrate subject matter expertise to influence decision making and obtain buy-in to business critical matters.	Essential	AF / I
	Proficient user of MS Office packages (i.e. Word, Excel, PowerPoint, Lists, Power BI).	Essential	AF / I
	Able to demonstrate knowledge and understanding of the principles of Equality, Diversity and Inclusion and how to embed these	Essential	AF / I
	Able to carry out job evaluations in accordance with agreed tools and methodology, to mitigate risk associated with equal pay and equal value claims.	Desirable	AF / I
	Awareness of financial planning including budget management and tender / procurement process experience.	Desirable	AF / I
OTHER	Work flexibly to meet the needs of the business, which may include occasional travel and working some evenings and weekends.	Essential	AF / I
	Demonstrate an ongoing commitment to continuous professional development.	Essential	AF / I

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AF - Application form
AC - Assessment centre
I - Interview
C - Certificates