

Human Resources Manager

37 Hours per week

Salary £44,711 (Development) - £47,754
(Competent)

Training & Administration Hub, Queens
Meadow Business Park, Hartlepool



Cleveland Fire Brigade is passionate about people, and this is an opportunity to lead a team of HR professionals who are proud to make a difference, supporting the Brigade's goal to make Teesside safer and stronger.

Working with an experienced and supportive team this is an opportunity for you to use your knowledge and enthusiasm to support the continuous improvement of the HR Service. This will be a busy and varied role, and your remit will involve various responsibilities, including coaching, motivating and developing HR team members and working with the Head of HR to develop strategic direction for the whole range of HR activities delivered.

A key area of focus will be to support the continuous cultural improvement to ensure employees are engaged, empowered, supported and encouraged to thrive and innovate. You will also play a pivotal role in the provision of pensions administration which currently includes working on two key pensions remedy projects. A working knowledge of pensions is therefore desirable but not essential as training can be provided for the right candidate.

We're looking for someone who demonstrates openness and trust with the ability to engage and motivate others. An individual who is knowledgeable in HR best practice and employment legislation and has a strong commitment to personal development.

You will be joining a professional, proud, passionate 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 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

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

For an informal discussion about the post please contact Michelle Richardson, Head of HR on 01429 874023.

The deadline for applications is 17:00 hours on Thursday 20th February 2025

Dates for noting:

Closing date:	Thursday 20 th February 2025
Notification of shortlist:	w/c Monday 24 th February 2025
Interview (including presentation):	w/c Monday 10 th March 2025

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 registered as disabled as these groups are currently underrepresented within our workforce.

As part of our commitment to Safer Recruitment the successful candidate will be required to undertake a Standard DBS check.



Protecting local communities

Job Description and Person Specification

Human Resources Manager: Grade H

Job Description

Role Title	Human Resources Manager	Reporting to	Head of Human Resources
Location	Training & Administration Hub	Role/Grade	Grade H

Purpose of the Job

The purpose of this role is to provide effective day to day management of the human resources team and function to ensure the delivery of a range of services which are professional, timely, effective, confidential, and comply with all statutory and legislative requirements.

This role will support the continuous improvement of the HR Service, focusing on providing high quality and consistent advice and support to managers at all levels.

Key Duties and Responsibilities

Corporate

- 1.1 Effectively lead and manage the HR Team, coaching, motivating and developing all team members ensuring all performance management objectives are achieved.
- 1.2 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
- 1.3 To be a proactive member of the Brigade's Leadership Forum demonstrating high levels of personal performance and commitment
- 1.4 To attend external bodies, national committees or working groups as required and network with peers to capture/share learning and good practice
- 1.5 To ensure compliance with the Data Protection Regulations
- 1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

Functional

- 1.7 **To work closely with the Head of HR to develop the strategic direction for the whole range of HR activities including:**
 - **Employee Health and Wellbeing:** the Brigade's Employee Health and Wellbeing Framework including the delivery of efficient and effective occupational health, fitness and wellbeing, absence monitoring and management arrangements
 - **Employee Relations:** conflict management, casework including grievance and disciplinary matters, problem resolution, terms and conditions, trade union matters, consultations and negotiations
 - **Employee Resourcing:** workforce planning, recruitment, selection and promotion; talent management, retirement, redundancy and other leavers
 - **Employee Pensions:** ensure the provision of pensions administration to the Authority for the Local Government and Firefighter Pension Schemes including; interpreting and implementing any actions as a result of any pension scheme or statutory changes; making pension payments and completing any statutory returns. This currently includes work on 2 key pensions remedy projects.

Equality Diversity and Inclusion : the Brigade's Equality, Diversity & Inclusion Framework including People Impact Assessments, Allies and Focus Groups,

- 1.8 To monitor, manage and report on performance indicators aligned to the Brigade's performance management framework, and against all internal and external contracts associated with the provision of the above services
- 1.9 To attend forums/meetings as required e.g. Employee Health and Wellbeing Board; Equality, Diversity and Inclusion Forum; Grievance and Discipline Hearings
- 1.10 To assist the Head of Human Resources to maintain and develop all HR policies and procedures ensuring that they are legally compliant and up to date
- 1.11 Contribute significantly to the formulation, development and implementation of appropriate people plans and an effective Workforce Plan to enable the Brigade to meet its objectives through effective management and deployment of its workforce.
- 1.12 To support the continuous cultural improvement to ensure employees are engaged, empowered, supported and encouraged to thrive and innovate.
- 1.13 To support an environment of effective employee engagement where two way communication challenge, change and improvement is positively encouraged and innovation is fostered

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 Middle 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.

- EFSM10: plan and implement activities to meet service delivery needs
- EFSM12: manage the effective use of resources
- EFSM13: select required personnel
- EFSM14: manage the performance of teams and individuals to achieve objectives
- EFSM15: develop teams and individuals to enhance work based performance
- EFSM16: manage yourself to achieve work objectives
- EFSM19: monitor compliance with quality systems
- EFSM20: exchange information to ensure effective service delivery
- EFSM21: provide information to support decision making
- EFSM22: develop information systems to support service delivery objectives

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.

	<ul style="list-style-type: none"> Strong IT skills including the use of HR management systems, software packages, databases, Microsoft Office and Outlook (E) 	AF
Other	<ul style="list-style-type: none"> Ability to meet the Service's medical requirements (E) Ability to travel to different sites within the Cleveland area (E) 	Medical AF

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate