



Recruitment Advisor Maternity Cover (up to 12 months)

£37,280 – £39,152 per annum + benefits (annual pay award pending)

Please note: The Service is currently undertaking a job evaluation review across all corporate roles and as a result, the grade and salary associated with this post may be subject to change following completion of the process.

We are seeking to fill an upcoming vacancy for the role of Recruitment Advisor in our People and Culture Team. Reporting directly to the People Systems & Transformation Manager, you will be responsible for providing a high quality, customer focused recruitment service. This will include providing advice, guidance and support to managers, employees and candidates in line with organisational policies, procedures and legal requirements.

We are seeking applicants who are passionate about providing stakeholders with an excellent level of service, specifically those who have extensive experience of large-scale event planning and delivery and coordination of complex corporate recruitment and promotion processes.

This role provides a unique opportunity for recruitment professionals to join our Service and play a pivotal role in attracting the people who help to protect and serve our communities. As the Recruitment Advisor, you will gain exposure to a diverse range of recruitment activities, from large-scale firefighter campaigns to more specialist corporate recruitment and internal promotion processes. Working within a supportive and ambitious team, you will have the opportunity to influence change, enhance candidate experience and help us shape the future workforce of the Service.

About the Role

Reporting to the People Systems & Transformation Manager, you will:

- Lead and coordinate the full recruitment lifecycle for a range of recruitment and selection activities.
- Provide direct line management, support and coaching to a Recruitment Coordinator.
- Provide a high-quality customer-focused recruitment service to all key stakeholders.
- Provide professional advice and guidance on all recruitment related activities in line with organisational policy and legislation and challenge non-compliance.
- Develop and deliver innovative attraction strategies and assessment centres.



- Analyse data and produce reports to help inform workforce planning and support evidence-based decision making.
- Play an active role in the delivery of the annual departmental plan and Service's strategic priorities.
- Promote our values of **Safety, Integrity, Inclusivity and Learning** in everything you do.

About the People and Culture Department

You'll be part of a friendly, collaborative department made up of three specialist teams:

1. **Employee Relations and Compliance**
2. **People Systems and Transformation**
3. **Engagement and Improvement**

We work closely together to deliver a comprehensive people offer, and this role sits within the People Systems and Transformation Team. You'll be a team player with the ability to build strong relationships with your team, managers across the Service, employees, internal and external applicants.

About You

We're looking for someone who brings:

- Significant experience in recruitment, including large scale and multistage recruitment campaigns.
- Confidence in providing professional advice and guidance and challenging non-compliance.
- A strong understanding of employment legislation and best practice.
- An ability to build effective relationships.
- Strong organisational skills and the ability to manage competing priorities.
- Passion and enthusiasm in delivering a high-quality, customer-focused recruitment service
- Good IT skills, including Microsoft Office and HR Information Systems.
- HR qualification or equivalent experience.
- Experience supervising or developing others.

About Tyne and Wear Fire and Rescue Service

TWFRS is one of the UK's leading fire and rescue services. Our dedicated workforce is committed to our vision of **Creating the Safest Community**.

We are rated *Good* by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) and are proud to be recognised as a high-performing, innovative organisation.



Our Headquarters in Washington offer excellent facilities including free parking, a staff gym and an on-site canteen.

Selection Process

Stage	Timeline*
Advert closes	Tuesday 25 th August 2026 at 12 noon
Notification of shortlist	W/C 31 st August 2026
Interview & Presentation	Monday 7 th September 2026
Notification of outcome	By Friday 11 th September 2026

Please note these dates may be subject to change*

How to Apply

Please complete our online application form and submit a supporting statement (maximum 1000 words) demonstrating how you meet the criteria in the job description and person specification.

Further information about the Service can be found at www.twfire.gov.uk or via our social media channels.

For an informal discussion about the role, please contact the People Systems and Transformation Manager at jaime.smith@twfire.gov.uk.

Reasonable Adjustments

We are a Disability Confident Leader. If you require any adjustments during the recruitment process, please email recruitment@twfire.gov.uk

Safer Recruitment & Pre-Employment Checks

We are committed to safeguarding and promoting the welfare of adults, children and young people. All staff share this commitment.

The successful candidate will undergo:

- Standard DBS check
- Occupational health assessment (including substance misuse testing)
- Right to work checks
- Reference checks

Please submit your application form by no later than 12:00 noon on Tuesday 25th August 2026.