

Human Resources Advisor

18.5 Hours per week

Salary £33,699 (Development) - £36,363 (Competent) pro rata

Service Training & Administration Hub
Hartlepool



Ready to make a difference through people?

We are looking for a professional, proactive and people-focused Human Resources Advisor to join our HR team. This is an exciting opportunity to provide expert advice and support to managers and employees, helping to create an inclusive, high-performing workplace that enables us to deliver our purpose of Protecting People, Places and Futures.

As a trusted HR partner, you will play a key role in supporting our people, developing management capability and driving positive employee experiences across the organisation.

What you'll do

- Provide professional and pragmatic HR advice and guidance across a broad range of people-related matters.
- Support recruitment and selection activity, workforce planning and organisational change initiatives.
- Manage and support employee relations casework, including attendance management, disciplinary, grievance and capability matters.
- Deliver engaging HR training, coaching and guidance to managers and employees.
- Contribute to the development and implementation of HR policies, procedures and people initiatives.
- Analyse workforce data and trends, providing insight and recommendations to support informed decision-making and continuous improvement.
- Promote equality, diversity and inclusion, helping to foster a positive and respectful workplace culture.

What we're looking for

To be successful in this role, you will have:

- A minimum CIPD Level 3 qualification (or equivalent HR qualification), or demonstrable equivalent experience in an HR advisory role.

- Proven experience of providing professional HR advice and guidance to managers and employees across a range of people-related matters.
- Experience supporting employee relations casework, including attendance management, disciplinary, grievance and capability procedures.
- Experience coordinating and supporting recruitment and selection processes, ensuring a positive candidate experience and adherence to best practice.
- Strong interpersonal, communication and relationship-building skills, with the ability to influence and collaborate effectively with a wide range of stakeholders.
- Excellent problem-solving skills and the ability to make sound, practical recommendations.
- Confidence in delivering training, presentations and workshops, engaging a variety of audiences.
- A demonstrable commitment to equality, diversity and inclusion, with a passion for creating positive workplace cultures.

Why join us?

This is an opportunity to make a genuine difference by supporting the people who help keep our communities safe. In return, you'll be able to develop your HR career within a values-led organisation that invests in its people.

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

- Flexible working through our flexi-time scheme
- Membership of the Local Government career average pension scheme
- Family friendly policies that support a healthy work-life balance.
- Free access to modern, fully equipped on-site gyms
- Support when you may need it through the Fire Fighters Charity
- Discounts from local and national retailers through the Blue Light Card scheme
- 24/7 Employee Assistance programme and excellent occupational health services
- Free parking at all of our sites

Interested?

Please refer to the Job Description and Person Specification for full details of the role.

For an informal discussion about the position, please contact Emma Elliott, HR Manager, on 01429 874020.

The deadline for applications is Midnight on 20th September 2026.

Dates for noting:

Closing date:	Sunday 20 th September 2026
Notification of shortlist:	w/c 21 st September 2026
Interview (including presentation):	w/c 28 th September 2026

We're committed to creating a workplace where everyone feels respected, supported and able to thrive. We are an equal-opportunity employer and welcome applications from all backgrounds. As a Disability Confident employer, we are committed to employing, supporting

and promoting people with disabilities in the workplace and will provide reasonable adjustments at every stage of the recruitment process.

In line with our commitment to safer recruitment, the successful applicant will be required to undergo a Disclosure and Barring Service (DBS) check at standard level, provide references covering the previous five years and consent to a publicly available online search (soft internet search). These checks will be carried out once a formal offer of employment has been made and any offer of employment will be conditional upon their satisfactory completion.



Job Description and Person Specification

Human Resources Advisor: Grade F

Job Description

Role Title	Human Resource Advisor	Reporting to	Human Resources Manager
Location	Training & Administration Hub	Role/Grade	Grade F

Purpose of the Job

To provide professional HR advice and support that enables organisational success and long-term resilience across the Service. In supporting the Service's purpose of Protecting People, Places and Futures, the postholder will contribute to developing the people, leadership, capability and culture required to deliver organisational priorities and achieve positive outcomes for the communities we serve.

Key Duties and Responsibilities

1. Provide professional HR advice and support to managers and employees on a wide range of people management matters, ensuring consistent application of employment legislation, national conditions of service, Service policies and best practice.
2. Support the development of a positive, inclusive and high-performing workforce by promoting the Service's values, Equality, Diversity and Inclusion (EDI) objectives, health and wellbeing initiatives, and a culture of respect and belonging.
3. Contribute to workforce planning, recruitment and retention activities to attract, develop and retain a skilled and diverse workforce that reflects and serves the communities of Cleveland.
4. Manage and support employee lifecycle processes, including recruitment, selection, onboarding, promotion, transfers, retirements and workforce changes, ensuring an effective employee experience.
5. Provide advice and support on employee relations matters, including attendance management, grievance, disciplinary, capability and other people-related cases, helping managers achieve timely and appropriate resolutions.
6. Develop, review and implement HR policies, procedures and guidance, ensuring compliance with employment law, sector standards and organisational priorities while supporting continuous improvement.
7. Analyse, monitor and report on workforce data and HR performance indicators, providing insight and intelligence to support decision-making, workforce planning and organisational assurance.
8. Confidently deliver and facilitate HR training, guidance and awareness sessions to build management capability, improve people management practices and support organisational change.
9. Build effective relationships with internal and external stakeholders, promoting the Service as an employer of choice, supporting partnership working and deputising for the Human Resources Manager when required.
10. Maintain compliance, governance and professional standards by ensuring adherence to data protection requirements, undertaking audits and quality assurance activities, supporting pension schemes and associated employee enquiries, and continuously developing professional knowledge and competence.

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

Values and Behaviours

The Authority's PRIDE values are at the heart of everything we do and are supported by a clear set of behaviours expected of everyone who works for, or governs, Cleveland Fire Brigade. These behaviours reflect our commitment to effective leadership, positive relationships, excellent service delivery and organisational success.

The behaviour framework is structured across four levels, broadly aligned to different roles and responsibilities within the organisation. The framework is cumulative, recognising that those in leadership and management positions are expected to demonstrate the behaviours associated with their role, as well as those from preceding levels.

The framework supports personal and professional development, providing clear expectations and helping individuals to grow their capabilities and maximise their contribution to the Service's purpose of Protecting People, Places and Futures. Colleagues seeking promotion or development opportunities are encouraged to demonstrate the behaviours associated with the role to which they aspire.

A copy of the PRIDE Values and Behaviour Framework is included within the application pack. If you are unable to locate this information, please contact the Human Resources team. The framework forms an important part of our recruitment, selection, promotion and development processes.

Uniform

The postholder is required to maintain professional standards of dress and appearance and will be provided with the Service's Green Book Office Wear Uniform in accordance with the Dress and Appearance Policy.

Person Specification

Category	Criteria	Measure
Qualifications Competences	CIPD Level 3 qualification (or equivalent HR qualification) or equivalent HR advisory experience (E)	AF/C
	Membership of CIPD or other relevant professional body (E)	AF
	CIPD Level 5 qualification (or equivalent HR qualification) or significant equivalent HR advisory experience (D)	AF/C
Experience	Experience of providing professional HR advice and guidance to managers and employees on a broad range of people matters (E)	AF/I
	Experience of supporting employee relations casework including attendance management, disciplinary, grievance and capability matters (E)	AF/I
	Experience of interpreting and applying HR policies, procedures and employment legislation (E)	AF/I
	Experience of delivering recruitment and selection activities (E)	AF/I
	Experience of analysing, maintaining and presenting workforce data and management information (E)	AF/I
	Experience of developing, delivering and evaluating engaging training, workshops or briefing sessions on a range of people management topics. (E)	AF/AS
	Experience of supporting organisational improvement initiatives, including equality, diversity and inclusion, workforce wellbeing or culture change activities (E)	AF/I
	Experience of researching, developing or reviewing policies, procedures and reports (E)	AF/I
	Experience within a public sector or unionised environment (D)	AF
	Knowledge of Fire and Rescue Service terms and conditions (D)	AF
Skills, Knowledge and Aptitudes	Experience of supporting the administration of occupational pension schemes and providing guidance on pension-related processes (D)	AF
	Excellent communication and interpersonal skills, with the ability to build effective relationships at all levels (E)	AF/I
	Ability to advise, influence and challenge constructively to support effective decision making (E)	AF/I
	Strong facilitation and presentation skills, with the ability to engage diverse audiences (E)	AS/I
	Well-developed analytical and problem-solving skills, with the ability to interpret data and identify practical solutions (E)	AF/I
	Ability to manage competing priorities and work effectively under pressure (E)	AF/I
	Commitment to equality, diversity and inclusion, and promoting positive workplace cultures (E)	AF/I
	Ability to handle sensitive and confidential information with integrity and discretion (E)	AF/I
	Ability to work collaboratively and contribute positively to team and organisational objectives (E)	AF/I
	Ability to establish credibility and build trusted working relationships with managers, employees and representative bodies (E)	AF/I

	• Commitment to continuous professional development and learning (E) • Knowledge of workforce planning, organisational development or change management approaches (D)	AF AF
Other	• Ability to travel across Service locations as required (E) • Willingness to attend occasional evening or weekend events, meetings or recruitment activities as required (E) • Flexible approach to work to suit business needs (E)	AF AF AF

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AS = Assessment

I = Interview

R = References

C = Certificate