



SWYDD
VACANCY

SENIOR HUMAN RESOURCES ADVISER

Human Resources Department

Permanent, 37 hours per week

NWFRS Grade 08 £32,234 – £34,974 per annum

We have an exciting opportunity for an enthusiastic Senior Human Resources Adviser to join the Human Resources Department.

Reporting to the Head of Human Resources and working as a valuable member of the small, busy team, you will provide comprehensive, efficient and effective HR support to management and employees. This will be delivered across a wide range of HR activities, including recruitment, attendance management, disciplinary, grievance, mediation, performance and change management as well as involvement with HR related initiatives and projects.

Ideally, you will be CIPD qualified or working towards the Level 7 qualification and have experience of working in a busy HR environment. We are looking for a strong and effective communicator with good interpersonal skills, with the ability to work across all levels. Flexibility is paramount when supporting a 24-hour frontline emergency service, so the role is varied and the ability to work under pressure to meet deadlines is essential.

Applicants will need to demonstrate (with evidence) against the essential criteria as outlined in the job description and person specification, including:

- CIPD qualified (Chartered Member) or working towards the level 7 qualification.
- Previous appropriate experience within a human resources environment and knowledge of employment law.
- Previous experience of undertaking recruitment.
- Experience of managing, discipline, grievance, mediation, capability, and other related HR functions.
- Hold a full UK Driving licence.
- Excellent computer literacy and database skills.
- Excellent communication, interpersonal and presentation skills.
- Ability to work under pressure in order to meet deadlines and prioritise work accordingly.
- Ideally, a fluent Welsh speaker or have the ability to hold a simple conversation at Welsh Level 2 - if not already demonstrated on application, this is to be achieved within a 12 month probation period, with support provided as appropriate.

This role involves travel to various locations across North Wales. For the office-based elements of the role, the team are normally located in Headquarters, St Asaph but the ability to undertake agile working either from home or from an alternative Service location is available.

Further information about the role, including job description and application pack, is available on the North Wales Fire & Rescue website or by emailing: hrdesk@nwales-fireservice.org.uk

Closing date for receipt of application forms is 12.00 noon, 08.12.2021.

The closing date will be strictly adhered to and no exceptions will apply.

We are an equal opportunity employer and welcome applications from all sections of the community. We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

