



Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service

JOB DESCRIPTION

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| POST TITLE | Senior Human Resources Adviser | POST REF | B1130 / A53 |
| DEPARTMENT | Human Resources | DATE | November 2021 |
| REPORTS TO | Head of Human Resources / Deputy HR Manager | SALARY GRADE | Scale 8 |
| LOCATION | Headquarters, St Asaph/Agile Working | HOURS PER WEEK | 37 |

OVERALL JOB PURPOSE

To assist the Head of Human Resources to provide an efficient and cost effective HR service and to undertake HR projects as may be deemed necessary from time to time. To assume responsibility for HR related matters across a specified region within the organisation's service area therefore some travel will be required and/or a specific role such as a Recruitment role.

To provide a proactive and innovative human resource advisory service to NW FRS line managers and employees.

To contribute towards the development and delivery of NW FRS policy and procedures and best practice specifically within the HR field.

To support the Head of Human Resources in fulfilling the objectives of the HR Department and ensuring the delivery of a high quality service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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| 1. | Specific duties will vary from time to time. The following list of accountabilities is intended to indicate the general nature of the post and is not exhaustive. The post holder is bound at all times to observe strict confidentiality applicable to the work of the HR Department. |
| 2. | Liaise with the Head of Human Resources/ Deputy HR Manager regarding changes to human resources related policies and procedures in line with good practice/employment law. |
| 3. | Provide advice and guidance on appropriate HR policies and procedures and conditions of service to both line managers and staff as and when required. |
| 4. | To assist the Head of Human Resources on projects/workstreams. |
| 5. | Undertake and manage discipline, mediation, grievance, capability and other HR related functions. |
| 6. | To represent and attend meetings as directed by the Head of Human Resources. |

| PRINCIPAL DUTIES AND RESPONSIBILITIES | |
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| 7. | To deal with appropriate issues in the Head of Human Resources/ Deputy HR Manager's absence and inform senior management of any major issue (s) that may arise which requires immediate action. |
| 8. | To be accountable for own personal development plan in working towards a flexible level of skills to assure full career enhancement. |
| 9. | To assist in the development and delivery of training as required with regards to HR matters. |
| 10. | To be responsible for keeping up to date with employment legislation and any changes for the provision of advice and guidance to management regarding any amendments or creations of Service Policy and Procedure. |
| 11. | <p>Roles will rotate, at intervals determined by the Assistant Chief Fire Officer, and all senior advisers will cover the following three major areas of responsibility:</p> <p><u>Recruitment</u> Responsibility for the co-ordination of the recruitment procedure within the Service to include interviewing, compiling of interview guidance/packs providing guidance to line managers, compilation of contracts (terms and particulars of employment) and appointment letters ensuring compliance with legislation. Act as a job analyst/administrator for the Job Evaluation Scheme, undertaking evaluation of posts using the PILAT computerised Scheme and to review job descriptions/person specification of non-operational posts. Responsibility for statistical staffing reports for Service Leadership Team (current and substantive profiles, sickness starter/leaver, turnover and retirement statistics.</p> <p><u>Attendance Management</u> Ensure continuous effectiveness of the Attendance Management Policy and procedure in relation to achieving and maintaining high levels of attendance at work for all members of staff. Responsible for the on-going monitoring of sickness absence, offering support and expertise where required ensuring consideration is given to the Equality Act. Seeking further medical opinion on specific cases from an independent qualified Occupational Health Practitioner, and carrying out the ill health termination process as and when required. Undertake the preparation of all relevant documentation and represent NWFRS at medical appeals.</p> <p><u>Policy and Projects</u> To undertake HR policy/strategy work related projects as required ensuring effective processes are in place in relation to consultation, policy approval, training and management information and guidance. Ensure the creation of Service Policy is compliant with employment legislation. To review the effectiveness of HR policy and to develop recommendations for any revisions following evaluation including equality impact assessments. To take ownership of any project work given by the Head of Human Resources.</p> |
| 12. | To monitor and evaluate sub departmental budgets to ensure that high levels of service delivery are maintained and achieved as cost effectively as possible. |

| SUPERVISORY RESPONSIBILITY | |
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| From time to time, supervision of two management assistants i.e. Recruitment and Attendance Management. | |

FINANCIAL RESPONSIBILITY

To monitor and evaluate sub departmental budgets to ensure that high levels of service delivery are maintained and achieved as cost effectively as possible.

CONTACTS OUTSIDE OWN SECTION

Other Fire and Rescue Services, Local Government and Welsh Government Departments.

LANGUAGE REQUIREMENTS

Level 2 Welsh – Speaking and Listening (to be achieved within probation period) – requires that you can:

Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

Level 4 Welsh - Speaking and Listening – Requires that you can:

Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.

EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS

Basic DBS

MANDATORY TRAINING

OTHER

Office environment.

Required to attend other Service premises in North Wales to undertake HR related tasks.

Flexibility in order to work out of office hours on a regular basis - this will attract accrual of TOIL or overtime (to be agreed with Head of Human Resources).

PERSON SPECIFICATION
Assessment for recruitment requirements and competencies

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| POST TITLE | Senior HR Adviser |
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| QUALIFICATIONS, KNOWLEDGE, EXPERIENCE | ESSENTIAL The qualities without which a post holder could not be appointed |
| | CIPD qualified (Chartered Member) or working towards Level 7 of the qualification |
| | Previous appropriate experience within a human resources environment and knowledge of employment law. |
| | Previous experience of undertaking recruitment |
| | Experience of managing, discipline, grievance, capability, and other related HR functions. |
| | DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria |
| | Experience of Job Evaluation |
| | Experience of undertaking and managing service level agreements/tenders. |
| | Outline knowledge of Local Government Conditions of Service. |

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| SKILLS | ESSENTIAL The qualities without which a post holder could not be appointed |
| | Excellent communication, organisation interpersonal and presentation skills. |
| | Full clean drivers licence with the requirement to travel across North Wales. |
| | Ability to work under pressure in order to meet deadlines. |
| | Excellent computer and database skills. |
| | Flexibility in order to work out of office hours |
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| | DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria |
| | Level 4 Welsh - Speaking and Listening – Requires that you can: Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case. |