



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>HR Advisor – HQ</b>
<b>Department:</b>	<b>People &amp; Development</b>
<b>Location:</b>	<b>CFRS Training Centre, Sadler Road, Winsford</b>
<b>Post Number:</b>	<b>H118</b>
<b>Grade/Role:</b>	<b>SO1</b>
<b>Special Allowances:</b>	<b>Casual Car Allowance</b>
<b>Responsible to:</b>	<b>HR Business Partner</b>

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## **JOB PURPOSE**

To support the development and delivery of HR policies, processes and frameworks; Provides advice and support to managers within Cheshire Fire and Rescue Service on HR delivery areas: absence management, performance management, change management, recruitment and promotion and workforce/succession planning.

## **PRINCIPAL RESPONSIBILITIES**

- 1 Provide expert advice and guidance in areas of HR delivery; to support the satisfactory and timely resolution of issues and ensuring managers follow the correct procedures and act in a fair, reasonable and consistent manner.
- 2 Deliver coaching and training for managers in the application and interpretation of policy and promote best practice.
- 3 Contribute to the development of policies/processes and frameworks in HR related matters and ensure a programme of policy review is maintained.
- 4 Support the implementation of adopted national frameworks and policy and locally developed plans and strategies through project implementation, business cases and annual cycles.
- 5 Analyse sources of people data and produce meaningful information for key stakeholders showing trends, return on investment and value for money.
- 6 Advise and support managers to agreed strategies for progressing sickness/absence cases, attending case conference meetings as required and in conjunction with OHU and senior managers.
- 7 Support managers during grievance, discipline and capability proceedings; ensure that the appropriate standard of preparation and presentation is upheld in respect of documentation, process and dialogue.
- 8 Advise and support managers on Service Improvement Reviews or wider organisational change programmes, representing the HR function at local team meetings to ensure that the implementation and communication of change is managed in a fair and consistent way

and within CFRS policies, procedures and existing terms and conditions of employment.

- 9 Build effective working relationships with internal departments such as Occupational Health, Legal and Finance and build effective networks with partners, other FRS and NFCC People programme to build knowledge of best practice and build departmental expertise for the benefit of the Service.
- 10 Contribute to the development of HR policies and procedures to ensure that the maximum performance benefits are achieved and that CFRS policies and procedures are efficient and effective and make the best use of technology.
- 11 Working with LDA colleagues support the delivery of formal training to managers to ensure they are clear about their roles and responsibilities and any changes in legislation.
- 12 Undertake ad hoc project work as requested by the Head of People and Development.

### **Core Responsibilities for Cheshire Fire Service Personnel**

#### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

#### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

#### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

#### **Equality, Diversity and Inclusion**

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

#### **Safeguarding**

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.

#### **Staff Wellbeing and Engagement**

To commit to making mental health and staff engagement a corporate priority to maintain a healthy and productive workforce.

#### **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

#### **Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

**N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**

<b>Document Control</b>	<b>Date of Creation:</b>	
<b>Version</b>	<b>Date</b>	<b>Amended by (Initials)</b>
v.2	19/7/22	AH



## **PERSON SPECIFICATION**

**Job Title: HUMAN RESOURCE ADVISOR**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p>CIPD qualified to Level 3 Associate/Graduate</p> <p>Driving licence</p>	<p>Degree qualified</p> <p>Qualified to Level 5 CIPD</p>
<b>EXPERIENCE</b>	<p>Experience of working in a generalist HR environment providing advice and support to managers in areas such as: discipline, grievance, sickness management and recruitment and selection</p> <p>Experience of providing advice on change management and workforce / succession planning</p> <p>Experience of coaching managers in HR related skills</p> <p>Experience of working in a trade unions environment</p>	<p>Experience of working in the public sector specifically the Fire and Rescue service</p> <p>Experience of presentations / delivery of training</p> <p>Experience of HR policy development</p> <p>Experience of job evaluation schemes particularly HAY</p>
<b>SKILLS &amp; ABILITIES</b>	<p>Ability to prioritise tasks with conflicting demands/deadlines.</p> <p>Ability to influence at all levels of the organisation.</p> <p>Ability to work collaboratively both within and outside the organisation.</p> <p>Coaching colleagues and peers in HR related matters.</p> <p>Provide direction, support and guidance to ensure managers deal effectively with employee relations issues in accordance with established policy and procedure</p> <p>Possesses strong attention to detail and demonstrates effective communication skills both written and oral.</p> <p>Interpersonal skills with the ability to</p>	<p>Able to work with budgets and financial information</p> <p>Able to use HR / payroll systems</p>

	<p>quickly establish and maintain positive working relationships at all levels</p> <p>Problem solving skills with the ability to make recommendations to managers on handling various employee relations / resourcing issues</p> <p>Takes personal responsibility for own decisions and actions, acting with integrity and professionalism at all times.</p> <p>Able to use IT packages such as word, excel and power point</p>	
<b>KNOWLEDGE</b>	<p>Knowledge of current employment issues both within the sector and more broadly across the UK.</p> <p>Knowledge of employment law, best practice and ACAS guidance</p> <p>Ability to operate with absolute discretion at all times with commitment and understanding of when and how confidentiality should be maintained.</p>	<p>Knowledge of Fire and Rescue Services and the key challenges the service will face in the near future</p> <p>Knowledge of upcoming changes in employment and legislation and impact they will have on the service.</p> <p>Familiarity with NFCC People programme priorities and products to be able to utilise to good effect within the CFRS HR Forum.</p>
<b>WORKING CONDITIONS</b>	<p>Prepared to represent CFRS and its core values and beliefs at all times</p> <p>Occasional evening and weekend work</p>	