Cheshire
Fire & Rescue Service

JOB DESCRIPTION

Job Title:	**HR Assistant – Professional Standards**
Department:	**People & Development**
Location:	**FSHQ**
Post Number:	**H115**
Grade/Role:	**Scale 4**
Special Allowances:	**None**
Responsible to:	**HR Business Partner**

JOB PURPOSE

To undertake a wide range of business support activities to assist the Professional Standards team to deliver appropriate management solutions to enable CFRS to achieve its corporate objectives.

PRINCIPAL RESPONSIBILITIES

1. Plan and coordinate the scheduling and logistics for the monthly attendance management meeting, ensuring all the required managers are in attendance and all relevant documents are prepared, quality assured and distributed to the relevant parties within the agreed deadlines; this includes attendance management records, employee relations cases, ill health retirement and injury awards.

2. Produce appropriate materials and provide support to HR colleagues in the communication and launch of new HR or corporate change initiatives (attending local HR events as required), so that new/changed policies etc. are effectively disseminated.

3. Undertake the administrative tasks associated with processes such as Continual Professional Development, Secondary Employment, Working Time Regulations, Code of Conduct declarations, Long Service/Good Conduct medals and the 100% attendance letters.

4. Assist in the generation, monitoring and analysis of working time hours and night worker assessments to inform the working time group of potential risks and breach of working time and health and safety regulations.

5. Generate management information and establishment reports for purposes of decision making and workforce planning activities.

6. Attend meetings as required, prepare and distribute agendas and supporting papers in advance, take accurate minutes and promptly circulate approved minutes and actions to relevant attendees.

7. Answer general queries and provide guidance and support to managers and employees on matters relating to routine HR policies and procedures and terms and conditions of employment.

8. Work as a team and provide support to other HR colleagues during periods of peak activity.

9. General administrative duties such as answering telephones, ordering stationery supplies and equipment, monitoring, and processing invoices, all in accordance with agreed rules and processes.

10. Responsible for the undertaking and reporting of the quarterly HR health & safety inspection.

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. Specifically:

- **Being Inclusive**
  By acting fairly with integrity and respect and without prejudice.

- **Doing the right thing**
  By holding each other to account for ensuring high standards of professionalism in everything we do.

- **Acting with compassion**
  By being understanding and offering to help each other and to our communities with warmth, patience and kindness.

- **Making a Difference**
  By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.

- **NFCC Code of Ethics**

  Putting our communities first
  Integrity
  Dignity and respect
  Leadership
  Equality, Diversity and Inclusion

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

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.

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v.2	20/7/22	AH
2.3	22/10/24	LT
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2.5	19/10/26	ZM

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PERSON SPECIFICATION

Job Title: HR Assistant – Professional Standards

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Minimum of Maths **and** English GCSE or equivalent, at grade C/4 or above.	Qualified to CIPD Level 3
EXPERIENCE	Experience of working in an HR administrative role. Experience of monitoring and maintaining systems and records supporting HR functions and assisting in analysing trends within that information. **Excellent** working knowledge of Microsoft Office including: - SharePoint, Word, Excel, Outlook and TEAMS. Good working knowledge of PowerPoint.	Experience of working in the public sector specifically the Fire and Rescue service Experience of advising on terms and conditions of employment.
SKILLS & ABILITIES	Excellent customer service skills both in written and verbal form. Understanding the importance of dealing with employee related information within a confidential environment. Excellent attention to detail with a methodical approach and strong time management/organisational skills. Ability to work under pressure and prioritise work to meet constant and changing deadlines. Ability to solve problems and escalate when necessary.	

KNOWLEDGE	Knowledge and understanding of key areas of employment legislation and best practice.	Knowledge of the Fire Services' terms and conditions e.g. Grey, Green, and Gold Books. Knowledge of Working Time Regulations.
WORKING CONDITIONS	Prepared to always represent CFRS and its Core Values Ability to work flexibly with occasional evening and weekend work and attendance at off-site events.	