



JOB DESCRIPTION

Job Title:	HR Business Partner
Department:	People & Organisational Development
Location:	CFRS Headquarters, Sadler Road, Winsford
Post Number:	H105
Grade/Role:	Scale PM1 / PM2 (Career Grade)
Special Allowances:	Casual Car Allowance
Responsible to:	Senior HR Manager

JOB PURPOSE

To work in partnership with operational and non-operational managers within CFRS and provide them with specialist coaching, support and guidance that will equip them to effectively maximise the performance and potential of their staff in line with the CRMP and people related objectives e.g. performance management, change management, absence management, workforce/succession planning and leadership development.

PRINCIPAL RESPONSIBILITIES

1. Provide timely solutions and ideas for managers and supervisors and feed into their HR decision making processes in order to maximise the contribution and value that HR can add to the performance of their station or business unit.
2. Evaluate and adapt the local delivery of HR services to ensure that they remain relevant and responsive to the changing needs of the business ensuring proactive liaison, listening and the establishment of frequent and face to face dialogue.
3. Provide expert knowledge and advice to managers on a wide range of HR issues, such as absence management, discipline and change management; ensuring managers follow the correct processes and act in a fair, reasonable and consistent manner.
4. Partner with investigation and hearing managers to ensure that internal investigations in relation to both grievance and disciplinary processes are adequate to avoid unfair dismissal claims and are fully compliant with legislation, Grey/Green Book Terms and Conditions, local policies, and achieve best practice in accordance with the ACAS code.
5. Equip managers to maximise their people resources; provide vacancy management and establishment information on a regular basis and work with them to effectively plan, adapt/develop and recruit as necessary, in line with the workforce planning, the retirement profile, and within any agreed baselines and budgets.
6. Provide advice and guidance to managers on the appropriate application of CFRS remuneration strategies, plans, policies and terms and conditions (including job evaluation) to ensure all staff are accurately graded and paid correctly.
7. Oversee and participate in activities to support the success of managers and development of

staff such as staff briefings on HR/Pay related changes, On-Call recruitment, induction and leadership development, and awareness campaigns to promote HR legislation, policy and procedures.

8. Provide coaching, skills transfer and work with the assigned Leadership Development Advisor to ensure the identification of appropriate training interventions for managers to develop them and increase their confidence and the ability to engage, develop and manage their staff.
9. Develop and maintain effective channels of communication and consultation between management, employees and their representatives to ensure that employee relations issues are resolved locally wherever possible.
10. Manage HR Advisor/s dealing with a range of people and development issues/challenges. Provide them with professional leadership and motivation and support their development through regular supervision, the appraisal process and CPD plans.
11. Contribute to the development of all HR strategies, plans, policies and processes to ensure that the maximum performance benefits are achieved and that CFRS policies and procedures represent HR best practice.
12. Support the Senior HR Manager in the development and dissemination of all HR Strategies and policies; ensuring they are fully embedded in the working practices of managers across CFRS.

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 professional 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.

Document Control	Date of Creation:	
Version	Date	Amended by (Initials)
V 2.0	19/7/22	AH
V 3.0	11/9/25	AG



PERSON SPECIFICATION

Job Title: HR BUSINESS PARTNER

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
PM1	Qualified to CIPD Level 5 or equivalent (or working towards)	Degree qualified (in relevant field)
PM2	Qualified to CIPD Level 7 or equivalent (or working towards)	Qualified to deliver psychometric testing
EXPERIENCE		
PM1	<p>Experience of providing expert advice on a range of HR workstreams including employee relations, resourcing and general terms and conditions</p> <p>Experience of planning and delivering large scale corporate changes</p> <p>Experience of HR policy development</p> <p>Experience of coaching and mentoring managers</p> <p>Experience of managing risk from a HR perspective</p>	<p>Experience of working in the public sector specifically the Fire and Rescue service</p> <p>Experience of formal presentations / delivery of training</p>
PM2	<p>Experience of working with trades unions including formal consultation</p> <p>Experience of leading and supporting a high performing team within an HR function</p> <p>Significant and wide-ranging experience of providing expert advice on a range of HR workstreams beyond the PM1 level requirements, to also include organisational/culture change and HR projects</p>	<p>Experience of job evaluation schemes particularly HAY</p> <p>Ability to work with budgets and financial information</p>

SKILLS & ABILITIES	<p>Effective communication skills both written and oral, in order to interact with employees at all levels of the organisation</p> <p>Strong interpersonal skills, able to instil confidence and gain credibility with others, handling conflict if necessary</p> <p>Developed listening and questioning skills; the ability to challenge inappropriate behaviour</p> <p>Able to persuade and influence others specifically operational managers</p> <p>Able to create positive working relationships and manage conflict</p> <p>Strong problem solving and decision-making skills.</p> <p>Meticulous with strong attention to detail</p> <p>Able to research, fact find and make recommendations/proposals at a corporate level</p> <p>Able to utilise resources effectively adopting value for money principles</p> <p>Ability to use IT packages such as word, excel and power point</p>	<p>Ability to use HR / payroll systems</p>
KNOWLEDGE	<p>Extensive knowledge of employment law, best practice and ACAS guidance</p> <p>Up to date knowledge of case law across all employee relations fields</p> <p>Knowledge of legislative changes on the horizon and the impact they will have on the service</p> <p>Knowledge of learning styles and how to maximise performance and potential of employees</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>Familiarity with NFCC People programme priorities and products to be able to utilise to good effect within the CFRS HR forum.</p>
WORKING CONDITIONS	<p>Prepared to represent CFRS and its core values and beliefs at all times</p> <p>Occasional evening and weekend work</p> <p>Driving Licence</p>	

