



JOB DESCRIPTION

Job Title: Senior HR Manager – Professional Standards & Business Partnership
Department: People & Organisational Development
Location: Service HQ, Sadler Road, Winsford
Post Number: TBC
Grade/Role: PM3
Special Allowances: n/a
Responsible to: Head of People & Organisational Development

JOB PURPOSE

To manage and lead on all aspects of Professional Standards activity within the Service. To lead a team of HR Business Partners and Advisors adding value through the provision of people-related advice, policy and solutions to enable the effective management of people across the organisation and the development of a positive, healthy and inclusive culture, in accordance with the Business Partnership model of HR service delivery.

PRINCIPAL RESPONSIBILITIES

- 1 To manage the Service's Professional Standards framework and provide objective, pragmatic expertise, ensuring all cases and people related complaints are dealt with comprehensively and fairly in accordance with internal policy, statutory guidance, best practice and HMICFRS recommendations, as well as both established and emerging case law.
- 2 To lead, develop and motivate a team of HRBP's, HR Advisors and other professionals in the delivery of a comprehensive range of customer-focused employee relations activity and generalist HR support to the organisation, monitoring workloads and prioritising accordingly.
- 3 To participate in and ensure the effective co-ordination and preparation of key meetings i.e. Attendance Management Board, People Board, Professional Standards Board, including the provision of accurate and meaningful data, feedback and reports and identification of trends of note or areas for concern.
- 4 Deputising for the Head of People & OD at key strategic meetings and representing the department internally and externally at regional and national events / fora.
- 5 Ensuring the provision of coaching, briefing sessions, and commissioning or delivering training interventions to build effective people management capability at all levels of the organisation.
- 6 Overseeing and contributing to the Service's HR policy and Equality Impact Assessment framework, ensuring all policies are fit for purpose, legally compliant, accessible, people focused, and are reviewed on a regular basis.

7. Ensure the effective delivery of people related corporate compliance processes e.g. code of conduct, political restriction, secondary employment, working time monitoring. Ensuring accurate records are kept and that decisions are recorded for audit purposes.
8. To undertake and contribute to key people programmes and projects in accordance with departmental plans, corporate strategies and key organisational objectives, as well as undertaking ad hoc projects and activities on behalf of the Head of Department with a focus on continuous improvement and people process-related learning.
9. To enable organisational and transformational change through the application of HR change processes which are robust, objective, legally compliant, people-focused and in accordance with statutory guidelines and good practice.
10. To oversee and develop the Stay Well agenda to maximise employee health and wellbeing in conjunction with the Stay Well Advisor.
11. Ensure that information governance procedures are complied with in accordance with GDPR, and that accurate records are maintained of key activity for audit purposes, and confidentiality is upheld.
12. Manage and engage with a range of internal and external stakeholders in order to ensure that the work of the department is viewed as a positive contributor to the values and working environment of Cheshire Fire & Rescue Service. This will include but is not limited to CFRS staff, Elected Members, Trade Union officials, contractors, external agencies and officers from other Fire and Rescue Services.

Core Responsibilities for Cheshire Fire & Rescue 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.

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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1.0	10/2/25	CR



PERSON SPECIFICATION

Job Title: Senior HR Manager – Professional Standards & Business Partnership

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p>Qualifications / Training</p> <p>Relevant Level 7 HR Qualification</p> <p>Chartered Membership of the CIPD or willing to work towards this.</p> <p>Educated to Level 5 in a relevant subject.</p> <p>Trained in Mediation Skills</p> <p>PRINCE2 or Project Management qualification</p> <p>Trained in Job Evaluation methodology, such as Hay.</p> <p>Mental Health First Aider or other relevant training in mental health.</p>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>
<p>Knowledge / Experience</p> <p>Knowledge of the HR context within local government or the Fire and Rescue Service (or similar organisation), including relevant terms and conditions.</p> <p>Significant generalist HR experience within a regulated environment including employee relations, organisational change, recruitment and HR policy, compliance and projects.</p> <p>Substantial experience of leading on complex employee relations casework including dismissals, appeals and cases involving external agencies i.e. the Police.</p> <p>Demonstrable track record of leading high performing teams and including other HR professionals</p> <p>Knowledge and understanding of how the Fire and Rescue Service operates i.e. funding, governance, inspection, reform agenda.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>

<p>Experience of working in a unionised environment including effective engagement, consultation and negotiation with representative bodies and officials.</p> <p>Good understanding of employment legislation, statutory codes, and relevant case law, and able to translate this into practical advice or solutions.</p> <p>Experience of managing and motivating other HR professionals in a high performing team.</p> <p>Experience of effectively managing contracts with 3rd party providers.</p> <p>Knowledge or a range of IT systems and how to utilise them to streamline workloads.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p>Personal Qualities / Attributes</p> <p>Excellent communication skills, in person, online, and in writing.</p> <p>Ability to establish effective relationships with a wide range of internal and external stakeholders.</p> <p>High level of personal resilience, and ability to manage conflict with others in a professional and conciliatory manner.</p> <p>Self-aware with the ability to positively influence people at all levels of the organisation through personal interaction and when presenting information.</p> <p>Able to analyse complex information or situations and risk assess a range of options or recommendations for action.</p> <p>Positive mindset, with a focus on continuous improvement, innovation and challenging established ways of working.</p> <p>Professionally curious and committed to the CPD of self and the team.</p> <p>Commitment to upholding and role-modelling the Service's Core Values and the national Code of Ethics for the Fire and Rescue Service, including the importance of the EDI agenda.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	

<p>Other requirements</p> <p>Ability to travel to various locations across Cheshire.</p> <p>Ability to work occasional evenings and weekends if the need arises.</p>	<p>*</p> <p>*</p>	
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