

## SCOTTISH FIRE AND RESCUE SERVICE

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Human Resources Adviser		
<b>DEPARTMENT:</b>	HROD		
<b>RESPONSIBLE TO:</b>	HROD Manager	<b>GRADE:</b>	6
		<b>JOB FAMILY:</b>	Professional Level 2

*Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.*

#### **ROLE OVERVIEW**

The HR Adviser is responsible for supporting the effective provision of a professional human resources / organisational development advisory service within SFRS. Operating as a key business partner, the post covers a wide remit and the department's structure has been designed to provide a flexible approach to delivering HROD services within SFRS. Therefore, HR Advisers are required to work across the wider team in the provision of generalist activities whilst supporting organisational change and the transformation of the Service.

This will involve a range of activities such as:

- Decentralised HR provision
- Employee Relations
- Employee Engagement
- Recruitment and Selection
- Career Progression
- People Systems and Technology
- Employee Development
- Cultural development and change
- Health and Wellbeing
- Workforce Planning and Employee Information
- Performance and Reward
- Policy Development

#### **KEY CONTACTS**

- Managers and colleagues within the People and Organisational Development Directorate
- Heads of Function, Deputy Assistant Chief Officers and other managers throughout SFRS

- SFRS employees and their representative bodies
- External Service providers where appropriate
- Relevant professional agencies/bodies

### **FUNCTIONAL RESPONSIBILITIES / KEY TASKS**

- Provide accurate and timely HR advice and guidance to managers and employees with particular reference to employee relations matters, terms and conditions and the application of HROD policies and procedures.
- Manage a portfolio of casework in relation to people management activities (including absence, discipline, grievance and capability) and provide professional advice at associated meetings.
- Deliver induction training and the provision of targeted development programmes on people management activities.
- Support the implementation of the Strategic Workforce and Resourcing Plan through functional / departmental structure reviews, vacancy management and co-ordinating resourcing campaigns.
- Contribute to the provision of positive action and engagement events.
- Undertake and lead on HROD projects and initiatives.
- Support culture change through the development and delivery of change initiatives.
- Maintain a comprehensive knowledge of professional areas of expertise including Employment Legislation, Reward and Terms and Conditions, changes to working practices, HROD Policies and Procedures and general employment related developments.
- Research and collate information and data on employment legislation, benchmarking and best practice; analyse information and make recommendations on proposals for HROD initiatives.
- Prepare and monitor statistical information, develop and prepare management information and reports on a range of HROD matters to key internal and external stakeholders as required.
- Assess and evaluate key performance indicators and performance reports; identify improvements and create action plans to support performance improvement.
- Develop, review and implement HROD policies and procedures
- Support the HROD quality management system and performance improvement initiatives.
- Carry out job analysis and quality assurance in support of the SFRS Job Evaluation Scheme and relevant policies and procedures.
- Operate within the SFRS governance framework and represent HROD at committee meetings, working parties, management meetings as required.

### **ADDITIONAL INFORMATION**

#### **Criteria**

#### **Essential Criteria**

- Associate membership of CIPD

- Degree level qualification, or equivalent or have equivalent knowledge gained through relevant experience in the working environment.
- Previous experience in a similar role
- Experience as an HR generalist / business partner
- Effective communication skills and the ability to influence a range of stakeholders
- Knowledge of current and emerging legislation relevant to employment matters
- Experience of developing and implementing HR policies and procedures
- Proficient in the use Microsoft Office packages
- Experience of gathering and analysing data and information and the preparation of reports
- Ability to work on own initiative, exercise judgement to inform decision making
- A commitment to CPD
- Driving licence, or the ability to travel throughout the area as this is required
- Flexibility to support a range of HROD activities

#### **Desirable Criteria**

- Awareness of the role of the SFRS and how it can add value
- Experience providing workforce metrics and analysis reports
- Experience in leading and managing projects
- Experience of working in a changing environment

### **THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:**

#### **Commitment to Diversity and Integrity:**

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

#### **Openness to Change:**

- Proactively supports change, adjusting approach to meet changing requirements

#### **Confidence and Resilience:**

- Maintains a confident, controlled and focused attitude in highly challenging situations

#### **Working with others:**

- Works effectively with others
- Leads, involves and motivates others

#### **Effective Communication:**

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing.

#### **Commitment to Development:**

- Committed and able to develop self, individuals, teams and others to improve Organisational effectiveness

#### **Problem Solving:**

- Understands and applies relevant information to make appropriate decisions and create practical solutions

**Commitment to Excellence:**

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

**Planning and Implementing:**

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

**GENERAL RESPONSIBILITIES**

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures