

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Human Resources – Recruitment & Assessment
Post	HR Officer – Recruitment & Assessment
Post No	NU120
Grade	7
Location	Fire & Rescue Service Headquarters
Responsible to	HR Manager – Recruitment & Assessment

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide a quality and professional service to the South Wales Fire & Rescue Service and its members, past, present and future, in a committed and flexible manner.

DUTIES AND RESPONSIBILITIES:

1. To assist in the developing, co-ordinating, monitoring and reviewing of the policies and procedures relating to Recruitment and Assessment Development Centres (ADC) as and when required.
2. To assist in devolving recruitment responsibility to all Line Managers and equip them with the skills, understanding and training to support Recruitment and ADC activities.
3. To provide advice, guidance and support to Line Managers in addressing day-to-day issues relating to Recruitment and ADCs.
4. To create robust IT solutions for the collation of candidate information, permitting detailed statistical analysis to be undertaken.
5. To assist in maintaining strong performance management indicators relating to recruitment and assessment, to report quarterly and annually against these indicators.

6. To assist in the achievement of the Recruitment & Assessment Team's actions within the Directorate and Departmental Plans.
7. To assist in constantly reviewing opportunities to improve the performance of the R&A Team and develop improved reporting procedures, maximise the effective and efficient delivery of services in the most cost effective way.
8. To continually look to improve systems in place to further enhance and streamline recruitment and assessment processes and improve effectiveness and efficiency.
9. To work collaboratively with other F&RS to share best practices relating to Recruitment and ADCs.
10. Maintain an understanding of changes to employment legislation and the impacts on the Human Resource Department.
11. To maintain confidentiality at all times with cognisance of the Data Protection legislation.

Recruitment:

12. To assist in recruitment, selection and promotion of employees in line with policy and procedures when required.
13. To assist in devising and promoting strategies to recruit personnel particularly from under-represented groups.
14. To be responsible for all the administration of the Service's recruitment, selection and promotion procedures to include booking of venues, drafting of adverts, confirmation of job description and person specifications, placements of adverts, short listing and appointment.
15. To liaise with internal and external bodies to place advertisements for vacant posts and promote vacancies in appropriate publications, magazines, internet etc.
16. To liaise with recruitment agencies for temporary staff as appropriate.

ADC:

17. To assist in compiling all documentation for ADCs e.g. Application Form, Candidate Briefing Pack, Routine Notice.
18. To be responsible for sending out and collating all application forms etc and maintaining appropriate records.
19. To act as a "candidate" at Supervisory level for the piloting of ADC written and role play exercises, providing constructive feedback to the HR Manager, R&A, Assistant Manager and Occupational Psychologist

20. To act as an Assessor at Supervisory level, for both written and role play exercises, providing written classification and evaluation of behavioural evidence that is used for candidate feedback purposes.
21. To undertake administrative duties as directed during ADCs, and assist with the management of seconded staff.
22. To provide advice and guidance to ADC candidates at Supervisory level, through the delivery of individual feedback sessions, working along side the H R Manager, R&A or Assistant Manager.
23. To assist in the delivery of educational activities – e.g. visits to different directorates, Myth Busters, ADC Awareness Raising Sessions, Workshops, Assessor and Role Player Training.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

