

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Human Resources – Attendance Management
Post	HR Officer – Attendance Management
Post No	NU095
Grade	7
Location	South Wales Fire & Rescue Service Headquarters
Responsible to	HR Manager – Attendance Management & Occupational Health

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 HR 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 work closely with the HR Managers, Occupational Health Unit, Line Managers and employees to assist in an effective attendance management and occupational health service.
2. To maintain and develop attendance monitoring systems, written and statistical reports on sickness absence in line with policy and procedures.
3. To monitor the sickness records in line with policy and advising line managers on the Attendance Management policy and procedures including but not limited to medical referrals, sickness absence trigger points, half pay and nil pay dates, restricted duties and phased return.
4. To provide advice, guidance and assistance to line managers to address day-to-day and longer term issues relating to Attendance Management, including but not limited to individual sickness, department and station sickness trends, welfare meetings, trigger points, conduct stage two verbal warning relating to sickness absence, lack of fitness capability procedures,
5. To assist in supporting all Line Managers with the skills, understanding and training to support their attendance management responsibilities.
6. To develop and deliver presentations relating to sickness absence to a range of staff.

7. To assist in the achievement of the Attendance Management Team's actions within the Directorate and Departmental Plans.
8. To assist in the development, coordination, monitoring and reviewing the policies and procedures relating to Attendance Management as and when required.
9. To assist in opportunities to improve the performance of the Attendance Management Team and develop improved reporting procedures; and maximise the effective and efficient delivery of services.
10. To assist in the improvement of systems in place to enhance Attendance Management processes which enhance effectiveness and efficiency.
11. To participate in a range of meetings as appropriate with Senior and Middle Managers to update them on developments in Attendance Management, actions required from Sickness Advisory Panel and Medical Fitness Advisory Panel.
12. To assist in developing and maintaining strong performance management indicators both internal and external relating to Attendance Management.
13. To assist in developing and maintaining a robust and functional IT strategy that maximises the use of technology to deliver a self-service human resource transactional service in respect of Attendance Management.
14. To maintain accurate and robust databases relating to Attendance Management.
15. To participate in developing new and existing processes to support and monitor well-being and mental health.
16. To assist in recruitment, selection and promotion of employees in line with policy and procedure when required.
17. To maintain an understanding of changes to employment legislation and the impacts on the Human Resource Department.
18. To maintain confidentiality at all times with cognisance of the General Data Protection Regulations, prepare data for Freedom of Information requests.
19. To provide support and resilience to other teams within the department in relation to the maintenance and updating of the Service's integrated Human Resources System (CoreHR). This involves supporting system transactions linked to conditions of service and employment legislation, administering recruitment and supporting the timely running of payroll.

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

This document is available in both English and Welsh and we welcome communication in both of these languages.

