



SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DIRECTORATE	People Services
POST TITLE	Head of People Services
GRADE	Head of Service
LOCATION	South Wales Fire & Rescue Service Headquarters

Please note that your Curriculum Vitae should contain clear evidence of how you meet the Essential Criteria marked with an asterix* below.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Degree within a HR field and/or relevant senior managerial experience within an HR environment	Essential*	Curriculum Vitae* and Selection
	Professional Membership within the Chartered Institute of Personnel Development (CIPD)	Essential*	Curriculum Vitae * and Selection
Knowledge/ Experience	Proven experience of managing at a senior level, demonstrating the ability to lead and develop people and effectively manage performance.	Essential*	Curriculum Vitae* and Selection
	Proven experience of formulating, leading and implementing people strategies and improvement programmes in line with organisational objectives to raise performance standards.	Essential*	Curriculum Vitae* and Selection
	Knowledge and understanding of the political, financial, legal and resource implications for strategic people management strategies.	Essential*	Curriculum Vitae* and Selection
	Proven experience in formal and informal Trade Union negotiation/consultation.	Essential*	Curriculum Vitae* and Selection

	<p>Able to demonstrate full responsibility and experience of working to best value concept and for continuous improvement against performance management principles.</p> <p>To have an understanding and knowledge of pensions and tax administration, application and legislative requirements that affect all the relevant pension's schemes applicable to the Fire & Rescue Service.</p>	<p>Essential</p> <p>Desirable</p>	<p>Selection</p> <p>Selection</p>
Personal Style	<p>An understanding of and commitment to driving and implementing of equality, diversity and inclusion principles and practices across an organisation – leading high standards of conduct, integrity and probity.</p> <p>A commitment to shaping the organisation to meet the rapidly changing Public Sector context.</p> <p>A commitment to leading and managing highly sensitive issues.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Curriculum Vitae* and Selection</p> <p>Selection</p> <p>Selection</p>
Interpersonal	<p>Strong interpersonal skills, with the ability to work collaboratively and inclusively within and across organisational boundaries.</p> <p>Effective communication and collaboration skills with the ability to negotiate with and influence a range of audiences, generating confidence and trust.</p>	<p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Selection</p>
Working with Information	<p>Comprehensive knowledge, understanding and experience of current employment legislation and the impact of people management strategies.</p> <p>Knowledge and understanding of management information technology to assist in the development and delivery of human resources management information.</p> <p>The ability to research, develop and implement cost effective solutions to a variety of issues.</p> <p>An understanding of and commitment to driving Health & Safety in the workplace.</p>	<p>Essential</p> <p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Selection</p> <p>Curriculum Vitae* and Selection</p> <p>Selection</p> <p>Selection</p>

	Understanding of the Data Protection Act 1998, The General Data Protection Regulations 2018 and Freedom of Information Act 2000 and the implications for always ensuring confidentiality	Essential	Selection
Organisational Effectiveness	<p>Ability to deliver high standards of work within tight timescales and competing priorities, ensuring that key projects and programmes are co-ordinated and delivered in accordance with organisational priorities.</p> <p>Ability to work effectively within the political environment developing practical and creative solutions to strategic issues that are sensitive to management and political interests and sustain positive working relationships with partners.</p>	<p>Essential</p> <p>Essential*</p>	<p>Selection</p> <p>Curriculum vitae* And Selection</p>
Other	<p>A confident and influential team member with the resilience, drive and initiative to take others with you.</p> <p>The ability to communicate through the medium of Welsh</p>	<p>Essential</p> <p>Desirable</p>	<p>Selection</p> <p>Selection</p>

