



SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	People Services
Post	Head of People Services
Location	Fire and Rescue Service Headquarters
Responsible to	Director of People Services
Responsible for	People Services Directorate to include:- Employee Relations, Recruitment, Learning and Development, Assessment and Development Centres, Attendance Management, Salary Budget, Payroll and Pensions, Equality, Diversity & Inclusion & Welsh Language, 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

The purpose of this role is to ensure the delivery of people strategies, policies and procedures in line with the Service's Strategic Plan. It is a key role in managing change and ensuring the achievement of the Service's strategic goals through effective people management practices.

To provide cover and support to the Director of People Services.

DUTIES AND RESPONSIBILITIES

Strategic Responsibilities

1. To provide strategic direction and leadership, in conjunction with the Director of People Services, on the development and implementation of people strategies and programmes that support the Service's key objectives.
2. To support and deputise for the Director of People Services as and when required at Executive Leadership Team (ELT) and Fire Authority meetings.
3. As a member of the Senior Management Team, provide leadership and support through effective strategic decision making. Work closely fellow Heads of Service to support the achievement of Directorate Plans and objectives from a people perspective.
4. To develop and ensure effective partnerships between the Service and external stakeholders, seeking opportunities to collaborate where we can and secure specialist resources where applicable.
5. To shape and execute the Directorate's People Plan and play a lead role in shaping organisational culture to meet future challenges and demands, ensuring that the Service's values are adhered to.
6. To lead on projects and transformational change programmes. These include our work on equality, diversity and inclusion, cultural change, health and wellbeing and driving forward self-service through digitally enabled services.
7. To build professional and effective relationships with the recognised Trades Unions to ensure effective relations in a highly unionised environment.
8. To oversee the development and implementation of corporate management standards, staff engagement, processes and procedures that support the achievements of the Service's strategic objectives and statutory responsibilities.

Specific responsibilities :

9. To lead the Occupational Health Department to deliver workplace health strategies that achieve a healthier workforce.
10. To lead the Learning & Development Team and link closely with the Training Department on the delivery of workforce progression and learning.
11. To lead the Recruitment and Resourcing team to ensure our attraction strategies are effective and meet our future workforce plans to ensure our

workforce is representative of the communities we serve.

12. To lead the Attendance Management team to support the physical and mental wellbeing of the workforce.
13. To lead the Employee Relations team to provide effective HR solutions to support the workforce, thus ensuring healthy working relationships and a supportive working environment.
14. To lead the Payroll team to ensure the Service's remuneration practices are applied appropriately and in line with relevant policies and procedures.
15. To lead the Pensions team to ensure the application of the regulations for the various pensions schemes and working effectively with our pensions administrator.
16. Stay up-to-date on industry trends and innovative practices to ensure that our people practices are cutting edge and effective, promoting a culture of continuous improvement by identifying process efficiencies, customer improvement and general service improvements.
17. Oversee the interpretation, development and application of people related policies and procedures within People Services and across the Service.
18. To ensure relevant performance standards and targets are set, monitored, reviewed and evaluated in accordance with the Service's Business Management Information System (BMIS).
19. To regularly monitor and consider opportunities for improving the efficiency of the HR Department's effectiveness and to develop organisational structures and people to support the aims and objectives of the department.
20. To co-ordinate relevant budgetary requirements and submissions of the HR and Occupational Health for inclusion in the annual budget setting process.
21. Undertake Personal Reviews with all direct reports and maintain their personal development to meet changing demands placed on them and deal with any issues that arise.
22. To have an understanding and knowledge of pensions and tax administration, application and legislative requirements that affect all the relevant pension schemes applicable to the Fire & Rescue Service.
23. To develop and maintain a robust and functional IT strategy that maximises the use of technology to deliver a self-service HR transactional service.

Representation and Reporting responsibilities

24. To serve on Working Parties and attend meetings as directed and / or requested.
25. To prepare and present reports to the Fire & Rescue Authority and HR & Equalities Committee.
26. To serve on Regional and National Committees as may be agreed with the Director of People Services.
27. As a member of the All-Wales People & Organisation Development Group, fully participate in the activities and function of this group to effect collaboration, best practice, and continuity of HR provisions where and when appropriate.
28. To actively engage with partner Fire & Rescue Services and the wider public services to explore/maintain collaborative opportunities.

Other

29. To undertake other duties commensurate with the role as requested by the Director of People Services.
30. To promote the principles of the Service's Equal Opportunities and ED&I Policies and Welsh Language Schemes, challenging inappropriate behaviour, attitudes, and discrimination. To ensure the Service retains a strong and up to date knowledge of legal requirements and best practice.
31. To promote Health and Safety in the workplace in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and such other legislation as may be appropriate to the individual's working situation. To take reasonable care for own health and safety and that of others who may be affected by your actions. Rectify as far is reasonably practical or report to senior management, any work situation which might give rise to serious or imminent danger.

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, and challenging inappropriate behaviour, attitudes, and discrimination at all times.
- 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. Rectify as far as reasonably practical, any work situation which might give rise to serious or imminent danger.

ORGANISATIONAL VALUES

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

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

