

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Human Resources
Post	Human Resources Officer
Post No	NU120
Grade	8
Location	Fire & Rescue Service Headquarters
Responsible to	HR Assistant Manager(s)

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 achievement of the Human Resources actions within the Directorate and Departmental Plans.
2. To provide input into the reviewing of all Human Resources related policies and procedures as and when required.
3. To assist in maintaining strong performance management indicators relating to human resource activity, and report against these indicators. (EG Equality data)
4. To assist in devolving responsibility to all Line Managers and equip them with the skills, understanding and training to support Recruitment and Promotional activities.
5. To provide advice, guidance and support to Line Managers in addressing day-to-day issues relating to Recruitment , Discipline/ Grievance and Absence whilst adhering to Service policy and procedures.

6. To assist in the development, implementation and maintenance of robust IT solutions (through COREhr) for the collation of candidate information, permitting detailed statistical analysis to be undertaken.
7. To continually look to improve systems in place to further enhance and streamline all human resource activities and improve effectiveness and efficiency.
8. To work collaboratively with other internal and external Partners and/or Fire and Rescue Services relating to all aspects of the human resources functions.
9. To assist in devising and promoting strategies to recruit personnel particularly from under-represented groups.
10. To be actively involved in attraction, engagement and promotional activities as and when required.
11. To maintain an understanding of changes to employment legislation and the impacts on the Human Resource Department.
12. To maintain confidentiality at all times in line with General Data Protection Regulation (GDPR) in relation to the processing and protection of personal data.
13. To assist in recruitment, selection and promotion of employees in line with policy and procedures.
14. To undertake checking and vetting activities as required (e.g. to undertake Disclosure checks in line with Disclosure Barring Service guidance and requirements).
15. To provide support and resilience to other teams within the department .

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 at all times:

Professional
Caring
Respectful
Dedicated
Trustworthy
Dynamic
Disciplined
Resilient.

