

JOB DESCRIPTION

ORGANISATION	Highlands & Islands Fire & Rescue Service
TITLE OF POST	Human Resources Adviser
SCALE POINTS	SCP 29 – 34
SALARY	£24,741 - £28,680
LOCATION	Service Headquarters
RESPONSIBLE TO	PS Deputy - HR

PURPOSE OF THE POST

To assist in the delivery of a clear, consistent and quality HR advice and support service throughout the Highlands & Islands Fire & Rescue Service, in support of the PS Deputy HR. Providing accurate and timely advice on a range of employment relations matters, including key areas such as terms and conditions of service, disciplinary and grievance, HR policies and practice and equality and diversity.

MAIN DUTIES AND RESPONSIBILITIES

- Provide accurate and timely advice to managers and employees on terms and conditions of service, disciplinary and grievance, HR policies and practice, employee relations issues and equality and diversity.
- To monitor domestic and European legislation ensuring that the postholder is up to date on best practice, so that the impact on the Service is identified in the revision and development of HR policy.
- To assist in developing and reviewing new and existing policies and procedures as assigned to you ensuring, as far as practicable, integration with all stakeholders whilst ensuring compliance with relevant legislation.
- Manage the caseload of more complex employee relations issues (including disciplinary, grievance and Occupational Health issues) as assigned ensuring compliance with Service Policies, current legislation and best practice.
- Contribute to the planning and development of systems relating to the recruitment process of staff, ensuring that appropriate legislation, best practice and policy are adhered to. Where appropriate, sit on the interviewing panel for staff appointments and promotions.
- Ensure that the documentation within recruitment, promotion and transfer and contracts of employment are updated to reflect current legislation and in accordance with Service Policy and best practice
- To manage more complex Occupational Health issues in accordance with Service Policy and best practice.
- Ensure that all pay and pension HR related matters are undertaken accurately and within the appropriate time scales; liaising with payroll and the pension's administrator as required. Including ensuring the correct procedures are adopted relating to ill-health retirements.
- Ensure that all appropriate computer and manually held employee records are accurately and securely maintained in accordance with Service policy and current legislation.

- Provide advice and guidance to management and staff on equality and fairness issues and actively promote the Service's and the Fire Board's Equality and Diversity Schemes.
- Promote equality and diversity in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contribute to developing equality of opportunity in working practices, procedures and policies
- To attend meetings as requested including but not limited to Occupational Health review meetings and monthly HCPP E&D meetings with our partners.
- Work on specialist E & D projects and progress these practices across all the equality strands, working in collaboration with local and national partnership agencies
- Conduct Equality Impact Assessments (EIA) of policies and practices (within HR function) and provide support as required to other Departments in ensuring that EIA are undertaken and reviewed.
- Define and assist in the development and delivery of strategies designed to improve retention, satisfaction and motivation of employees within the organisation.
- Foster good employee relations with staff and trade union representatives, and advise and attend meetings within your designated area of responsibility.

GENERIC DUTIES AND RESPONSIBILITIES

1. To undertake such personal development training as may be deemed necessary to meet the duties and responsibilities of the post.
2. To conduct work activities in a manner which conforms to current Health and Safety legislation, upholding the Service's Health and Safety Policy and to accept and carry out their responsibilities under the provision of the Health and Safety at Work Act 1974 and associated regulations.
3. To conduct work activities in a manner, which upholds the Service's Equal Opportunities Policy and the Fire Board's Equality Schemes
4. The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update the job description from time to time.

I agree that this job description is a true and accurate reflection of my role and responsibilities.

Signed..... **Date**.....
(Employee)

Signed..... **Date**.....
(Line Manager)

PERSON SPECIFICATION

HR Adviser	Essential	Desirable
Qualification		
Graduate member of the Chartered Institute of Personnel Development (CIPD) or extensive relevant experience.	•	
Current driving licence.	•	
Knowledge		
Knowledge of current employment legislation, including employee relations work, and an understanding of the full range of HR issues.	•	
Knowledge of current recruitment and selection practices and standards.	•	
Understanding and commitment to integrating equalities issues into all HR advice, policy	•	
Experience		
Minimum of two years experience in providing advice and support to line managers on a range of HR issues and interpreting and implementing procedures in a complex environment.	•	
Evidence of interpersonal and written communication skills.	•	
Evidence of advanced usage of an HR IT database and Microsoft Office packages.		•
Evidence of building and forming successful working relationships across professional and operational boundaries.	•	
Abilities		
An ability to engender trust, confidence and personal credibility, demonstrating integrity in the provision of HR services.	•	
Ability to cope with pressure, meet deadlines and respond to changing demands.	•	
Ability to use initiative and work under a minimum of supervision.	•	
Have organisational skills and a logical, methodical approach to work.	•	
Be able to demonstrate a meticulous attention to detail.	•	
Able to demonstrate open, honest and fair behaviour when dealing with all issues.	•	
Ability to travel throughout the Highland & Islands area and beyond.	•	

I hereby acknowledge receipt and clarification of my duties with Highlands and Islands Fire and Rescue Service, as detailed above.

Signed:..... Date:.....