



WOMEN IN THE FIRE SERVICE UK

Women in the Fire Service UK is an organisation which provides its members with access to support, guidance, training and personal development, promoting equality and diversity helping women achieving their full potential within the Fire Service.

This is an advisory post which would sit alongside an individual's substantive role within their FRS.

Job title:	Human Resource and Policy Advisor
Responsible To:	WFS Chair of the National Executive Committee (NEC)
Purpose of Job:	<p>To direct, define and lead on the HR strategy; To provide HR advice, systems and support in respect of the employees of the Women in the Fire Service, Directors and National Executive Committee.</p> <p>To ensure that all the WFS is compliant with employment legislation requirements;</p> <p>To advise and take action where necessary in the performance and conduct monitoring of the WFS employees;</p> <p>To ensure that equality of opportunity and fairness is embedded throughout all WFS activities, external and internal relationships, in accordance with legislation;</p> <p>To assist the Chair and NEC in developing and promoting the organisation to achieve its objectives;</p>

Key performance areas:

- Ensuring that the NEC is fully informed at all times of HR issues or concerns;
- Ensuring that the NEC is fully informed at all times of any legislative requirements in terms of new employment laws and/or amendments;
- Ensuring that the company's risk in these matters is minimised through the development and application of HR policy and procedures and that these are fair and transparent and applied consistently;
- Ensuring that the principles of equal opportunities and diversity are upheld and promoted through management and employee practices;
- Ensuring that appropriate training and development for employees is sourced and obtained;
- Ensuring that the health and safety of the NEC employees is appropriately risk assessed and that work environments and systems are monitored for health and safety purposes;
- Ensuring that recruitment and retention strategies are in place;
- Ensuring that accurate and up to date information on all employees is in place
- Ensuring that employee terms and conditions of employment are in place, appropriate to role and not discriminatory;

Main duties and responsibilities:

- To provide strategic HR and Organisational Development advice to the Chair, Directors and NEC;
- To format HR systems to meet the business needs;
- To ensure compliance with all employment legislative requirements;
- To ensure that there are fair and transparent systems and processes for addressing HR matters;
- To provide or source employment law advice where appropriate;
- To lead on and develop policy in relation to HR matters and undertake consultation with the appropriate stakeholders;
- To advise on and undertake recruitment, retention, development and performance of employees;
- To ensure that the HR resource meets the needs of the business and advise where necessary on growth or reduction as appropriate;
- To undertake and carry out such performance or conduct procedures with employees as and when required;
- To carry out such duties as are commensurate with the role of a Director;

Personal work plan to achieve objectives:

- Planning to ensure that adequate time and planning to meet employment law requirements is achieved;
- Planning to ensuring policy development is achieved and appropriate to the needs of the business;
- Planning and prioritising work flow to ensure adequate time and resource to achieve objectives; and where necessary liaising with others to ensure that planned work is achieved;

PERSON SPECIFICATION

Essential

- Strategic awareness in HR matters;
- Basic understanding of organisational development and correlation to HR management
- Experience of dealing with contentious matters and resolving conflict;
- Experience of working within FRS at management level;
- Leadership qualities;
- Excellent command of English and good written communication skills;
- Business acumen: HR resource planning and budgeting;
- Analytical skills, ability to interpret legislation and translate into meaningful policy;
- Ability to lead and promote good employee relations;
- High standard of personal presentation;
- High Level Interpersonal skills;
- Negotiating and influencing skills
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Desirable

- Good IT skills
- Line management experience
- Partnership working experience
- HR qualification or qualified by on job experience

HEALTH & SAFETY: All employees have a responsibility for their own health & safety and that of others while undertaking their duties and a general duty to assist the Company in complying with its health & safety obligations.

April 2024