

Job Description

Post Title:	HR Assistant		
Directorate:	People and Organisational Development		
Department:	Human Resources		
Location:	Service Headquarters		
Grade:	C/D	Date:	July 2019

Responsible To:	HR Manager
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people including Authority Members, Senior Managers and Employees
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Purpose of Job: To undertake HR processes and procedures to ensure the effective delivery of HR Services, thus ensuring LFRS are able to resource stations. Provide advice to managers and employees on HR policies and procedures. To support the HRBPs in the delivery of HR services.
Line Management of functions of: N/A

Main Activities, Duties and Responsibilities:

1. Operates as an HR Assistant, providing accurate and relevant advice, guidance, management information and support to the organisation and its' Managers and HRBP's on the broad range of human resource topics.
2. Develops and applies continuous process improvement in line with the strategic direction of HR and the organisation, as guided by the HRBPs, for the benefit of HR customers and stakeholders.
3. Manages and progresses all aspects of transactional HR service related to the employee lifecycle, utilising relevant HRIS and external systems (e.g.: Firewatch, recruitment portal, disclosure systems etc.)
4. Administrates and advises on all aspects of recruitment and selection in response to organisational requirements (such as new appointments and agency assignments etc.), planning, coordinating and progressing campaign administration and support.
5. Ensures up to date information is maintained on the HR system to meet the needs of the service.
6. Builds and maintains effective stakeholder relationships with POD customers, HRBP's and promotes effective employee relations with Employees
7. Provides administrative assistance for the overall HR function, in respect of general processes (for example, note taking at discipline, grievance and absence hearings) as directed by the HR Manager.
8. Maintains a professional level of customer service response, enabling stakeholders and promoting high levels of service delivery.
9. Works with management information, and data analytics to enhance and improve presence management, workforce planning and other areas of HR, and thus the effectiveness of the service.
10. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
11. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
12. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

Special Features

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	
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Budget Indirectly Responsible For:	
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Number of employees Responsible For:	0
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Qualifications and Experience Required:	
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