

## Job Description

<b>Post Title:</b>	HR Advisor (Temporary Contract)		
<b>Directorate:</b>	People and Organisational Development		
<b>Department:</b>	Human Resources		
<b>Location:</b>	Service Headquarters		
<b>Grade:</b>	E/F	<b>Date:</b>	November 2019

<b>Responsible To:</b>	HR Manager
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<b>Liaison With:</b>	The post holder will be required to establish and maintain relationships with a wide range of people, Senior Leaders, Managers, Employees and Trade Union Representatives both internal and external to the organisation.
<b>Purpose of Job:</b>	To act as a trusted advisor, to senior leaders and managers in order to deliver the people strategy. To work with an assigned group, (supporting the HRBP) in order to provide daily HR guidance, coaching and support to achieve the people Strategy and HR Plan.
<b>Line Management of functions of:</b>	N/A

**Main Activities, Duties and Responsibilities:**

1. Provides pro-active, accurate and relevant HR best practice advice, guidance, coaching, training and support to the organisation and its Managers on the broad range of human resource issues.
2. Builds and maintains effective stakeholder relationships with POD customers and wider partners locally and regionally, and promotes effective employee relations with Trade Unions, Employee Groups and others.
3. Oversees and advises on Employee Relations matters to deliver desired outcomes, ensuring adherence to policy and procedure, whilst minimising risk to the service.
4. Utilises management information metrics, and data analytics to enhance and improve absence management, succession planning and other areas of HR, and thus the effectiveness of the service.
5. Acts as a mentor/coach providing support to both line management and junior members of the HR team, to provide opportunities for skills growth and development.
6. Ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
7. Maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies at all times.
8. Undertake to carry out any such duties, as may from time to time, be agreed and directed by the Assistant Chief Fire & Rescue Officer, which are commensurate with the grade.

**Special Features:**

There is a high element of employee relations work within this role.

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

<b>Budget Directly Responsible For:</b>	N/A
<b>Budget Indirectly Responsible For:</b>	N/A
<b>Number of Employees Responsible For:</b>	N/A
<b>Qualifications and Experience Required:</b>	CIPD Level 5, or equivalent, or working towards