

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Human Resources
Post	HR Officer (Employee Relations)
Post No	NU090
Grade	Grade 7
Location	Fire & Rescue Service Headquarters
Responsible to	HR Manager (Employee Relations)

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 HR 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 act as the first point of contact, providing advice, guidance and support to employees and Line Managers in relation to Employee Relations queries.
2. To interpret and apply local and national conditions of service for all categories of staff, advising all Directorates/Departments and Sections accordingly, especially working closely with the Payroll Department.
3. To provide full administration of all conditions of service, including updating internal systems, drafting memos and letters, ensuring pay affecting changes are made and liaising with the Service's Payroll and Pension functions accordingly.
4. To maintain an understanding of internal and external changes to conditions of service and employment legislation and ensure system and process changes are implemented accordingly.
5. To assist in the achievement of the Employee Relations Team's actions within the Directorate and Departmental Plans.

6. To assist in preparing reports for the HR Manager / Head of HR on all Employee Relations matters as and when appropriate.
7. To assist in developing, co-ordinating, monitoring and reviewing policies and procedures relating to Employee Relations as and when required.
8. To assist in devolving responsibility to all line managers and equip them with the skills, understanding and training to support employee relations activities.
9. When required, to participate in meetings with senior managers to update them on Employee Relations policy and procedural matters.
10. To contributing to the continuous improvement of HR systems and practices.
11. To assist in developing and maintaining strong performance management indicators both internal and external relating to Employee Relations and report quarterly and annually against these indicators taking appropriate action when issues arise.
12. To assist in developing and maintaining a robust and functional IT strategy that maximises the use of technology to deliver a self-service human resource transactional service in respect of Employee Relations.
13. To assist in the recruitment, selection and promotion of employees in line with policy and procedure when required.
14. Maintain confidentiality at all times with cognisance of the Data Protection legislation.
15. To provide support and resilience to other teams within the department in relation to the maintenance and updating of the Service's integrated Human Resources System (CoreHR). This involves supporting system transactions linked to managing attendance, administering recruitment and supporting the timely running of payroll.

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 to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

All documentation is available in both English and in Welsh and we welcome communication in either language.

