

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	People Services
POST TITLE	Assistant Human Resources Manager (Employee Relations)
POST NO	TBC
GRADE	Grade 9 (£26,999 - £28,785)
LOCATION	South Wales Fire and Rescue Service Headquarters

Essential criteria marked in **bold** with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	CIPD level 5 qualification or equivalent* Or Relevant experience in an Employee Relations or Payroll environment*	Essential*	Application*
Knowledge/ Experience	Experience of working with Green and/or Grey book terms and conditions of employment*	Essential*	Application*
	The ability to communicate through the medium of Welsh	Desirable	Application
Personal Style	Ability to work in full compliance with organizational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Proactive in promoting change, and the ability to seek opportunities to promote improved team effectiveness.*	Essential*	Application*/ Selection

Intrapersonal	Ability to lead, involve and motivate the team.	Essential	Selection
	Ability to communicate effectively both orally and in writing to a wide range of audiences.	Essential	Selection
	Commitment and ability to develop self and the team to improve the efficiency and effectiveness of the Employee Relations function.	Essential	Selection
Task	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.	Essential	Selection
	Ability to prioritise the work of the team to meet tight deadlines.*	Essential*	Application*/ Selection

This document is available in both English and Welsh.

