



Human Resources Manager – Employee Relations

GRADE 16 - SALARY: £44,539- £45,495 per annum

Permanent

37 hours per week

Post Number: NU089

An exciting opportunity has arisen within the People Services Directorate based at South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, for the role of Human Resources Manager – Employee Relations.

The postholder is responsible for delivering professional and effective HR advice and guidance on aspects of people management including the interpretation and implementation of a suite of HR policies. You will lead the activities of the Employee Relations team and will work closely with colleagues across the wider HR team in the ongoing development and support of activities across the organisation.

You will have specific responsibility for:

- providing advice and guidance on all matters relating to employee relations including disciplinary and welfare cases, capability and grievance, conditions of service etc.
- the effective case management of people related issues.
- developing effective relationships to promote good employee relations across the Service.
- identifying trends and potential issues early and proactively offer advice and solutions.
- supporting HR projects as and when they occur.

The successful candidate will be responsible for contributing to the achievement of the HR business plans and the Service's Strategic Plan.

The successful candidate will have a CIPD Advanced Level Qualification or equivalent and/or relevant managerial experience within a HR environment. In addition to this will also need to demonstrate strong planning, organisational and people skills alongside excellent communication and relationship/networking skills.

The role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently. All appointments are subject to a DVLA Driving License check and an Enhanced 'Disclosure and Barring Service (DBS) Check'. Having a criminal record will not necessarily be a bar to obtaining a position.

Application Forms should be completed online through our e-recruitment system, which can be accessed along with Job Description and Person Specification via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>

If a paper version is required, please email: personnel@southwales-fire.gov.uk

The closing date for receipt of application forms is **23rd May 2023 at 12 Midday**.

We are a family friendly organisation and a flexible working system is in operation. The successful candidate may be subject to a satisfactory Disclosure & Barring Service basic criminal record check and may be required to undertake a Drug and Alcohol Test prior to an appointment being made.

All documentation is available in both Welsh and English, and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions, and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.