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**Post Specification**

**Organisational**

**Support**

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| **Date** | **June 2024** |
| **Post Title** | HR Advisor CFRS (Project) |
| **Job Family Role Profile** | **OS11** |
| **Final Grade** | **Grade 11** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| To provide consistent, specialist and practical human resource advice and guidance to the Cumbria Fire and Rescue Service in relation to the implementation of a new HR Information System. | | |
| **Key job specific accountabilities** | | |
| 1. Provide professional, consistent and accurate advice and guidance on the implementation of a new HR System 2. Assist with the design, configuration, assurance and testing of the new HRIS 3. Support the changing of HR transactional processes to be implemented into the system 4. Ensure that the service’s data quality and accuracy are maintained 5. Assist to maintain appropriate project documentation, including data assurance plans and user acceptance testing 6. Support the development of appropriate HR reports 7. Promote best practice and actively contribute to the education and development of managers and colleagues to enable them to understand and effectively use the HRIS | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * None |
| **Staff Management Responsibilities** | | * None |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Technical, vocational or part-professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4). * Membership of CIPD or demonstrable experience. * Extensive generalist people management knowledge * Experience of HR Information systems and transactional processing * Experience of providing advice and guidance on core HR practices to support the employee life-cycle * Up to date knowledge of employment law and legislative frameworks. * Knowledge of sourcing, analysing and utilising key HR metrics * Knowledge of key issues facing the fire sector | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a standard DBS check | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * None | |
| **Physical Demands** | * None | |
| **Working Conditions** | * Agile working, office based. | |
| Other Factors | | |
| * None | | |