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**Post Specification**

**Organisational**

**Support**

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| **Date** | **February 2023** |
| **Post Title** | HR Advisor CFRS |
| **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 human resource advice and guidance to the Cumbria Fire and Rescue Service and supporting the education/development of all Fire and Rescue Service employees to effectively resolve manage people management issues. Ensuring alignment and consistency of HR practice across the Service. | | |
| **Key job specific accountabilities** | | |
| 1. Provide professional, consistent, accurate, timely advice and guidance on the interpretation and implementation of HR policies, practices and statutory requirements. 2. Promote best practice and actively contribute in the education and development of managers and colleagues to enable them to understand and effectively deliver HR practices. 3. Support the implementation of strategic initiatives and operational delivery to services across Cumbria Fire and Rescue Service. 4. Contribute to the development and implementation of key HR policies, procedures and guidance to meet service needs. 5. Review and analyse HR metrics and data to identify trends and interventions to support HR practices and promote the use of metrics and a performance management culture with service managers. | | |
| **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 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 local government. | | |
| **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 | | |