

Person Specification

Post Title:	HR Advisor		
Directorate:	People and Organisational Development		
Location:	Service Headquarters		
Grade:	F	Date:	October 2024

Guidance Notes
Please note that ‘Essential’ denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
Applying Expertise & Technology	Technical knowledge and application of advice with the ability to balance risk to the organisation to aid decision making	E	1
Job Specific	Experience in advising and supporting managers on various HR related matters	E	3
	Understanding of unionised environment	E	3
Delivering Results & Meeting Customer Expectations	Demonstrable experience of providing a high quality HR service that treats stakeholders as valued customers	E	1,3
Persuading and Influencing	Proven experience of working effectively and building relationships with POD customers, Trade Unions, and wider customers, and in successful partnership (internally and externally) for collaborative working	E	1,2
Planning and Organising	Experience and achievement of delivering multiple tasks and projects within agreed timescales to achieve organisational strategies and objectives	E	1,3
Creating and Innovating	Experience and achievement of recognising opportunities to introduce new ideas, approaches and solutions to a range of organisational HR challenges	E	1
Equality and Fairness			

	Sound knowledge of and commitment to Equality and Diversity	E	1,3
	The ability to converse at ease with members of the public and provide advice in accurate spoken English	E	1,2,3
Qualifications and Training			
	CIPD Level 5, or working towards, or equivalent	E	1,5
Skills			
Adhering to Principles and Values	Fully committed to the principles and values underpinning Leicestershire Fire and Rescue Service – Positive, Professional and Honest and the Fire Service Core Code of Ethics	E	3
Working with People	Proven ability to respect others' viewpoints, demonstrating empathy and listening skills. Works in an inclusive collaborative manner	E	3
Persuading and Influencing	Developed interpersonal skills, (communication, negotiation, influence, persuasion, listening) with the ability to adapt style to the needs of the 'audience'	E	2
Analysing	Ability to analyse, interpret and present complex issues and matters to a range of audiences both orally and in writing	D	1,2
Planning and Organising	Developed organisational skills to balance competing priorities and to meet deadlines	E	1,3
Adapting and Responding to Change	Demonstrates ability to deal with ambiguity and the positive opportunities it presents. Drives and creates an environment for new ideas and change initiatives	E	1,3
Achieving Personal Work Goals & Objectives	Motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	1
Deciding & Initiating Action	Takes accountability for own actions and decisions. Can act quickly and decisively and make quick decisions under pressure	E	1
Other			
	Ability to travel off-site to undertake duties when required	E	1,3
	Possess a valid UK, EU or EEA driving license	D	1
	Must be willing to undertake a standard criminal records check	E	1,4

Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application form

2 = Testing

3 = Interview

4 = Pre-screening

5 = Other (e.g.: DBS check/certificates)