

Job Description

Post Title:	HR Assistant		
Directorate:	People and Organisational Development		
Department:	HR		
Location:	Service Headquarters		
Grade:	D	Date:	Oct 2024

Responsible To:	HR Service Team Leader
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people including Authority Members, Senior Managers and Employees
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Purpose of job:

To undertake transactional HR processes and procedures to ensure the effective delivery of HR Services.

Provide first line advice to managers and employees on HR policies, procedures and processes, escalating sensitive issues and concerns where applicable.

To support the wider HR team in the delivery of HR services against our People Strategy and departmental plan.

Line Management of functions of:

N/A

Main Activities, Duties and Responsibilities:

1. Operates as an HR Assistant, providing accurate and relevant advice, guidance, management information and support to the organisation and its' Managers and HR colleagues on the broad range of human resource topics.
2. Develops and applies continuous process improvement in line with the strategic direction of HR and the organisation, as guided by Senior HR personnel, for the benefit of HR customers and stakeholders.
3. Travels to LFRS locations to improve HR visibility and administrate Disclosure and Barring Service checks on a monthly basis.
4. Manages and progresses all aspects of transactional HR service related to the employee lifecycle, utilising relevant internal and external systems (e.g.: Firewatch, recruitment portal, disclosure systems etc.)
5. Administrates and advises on all aspects of recruitment and selection in response to organisational requirements (such as new appointments and agency assignments etc.), planning, coordinating and progressing campaign administration and support.
6. Ensures up to date information is accurately maintained on the HR system to meet the needs of the department and service.
7. Builds and maintains effective stakeholder relationships and promotes effective employee relations with employees
8. Provides administrative assistance for the overall HR function, in respect of general processes (for example, note taking at discipline, grievance and absence hearings) as directed by the HR Service Team Leader and Senior HR personnel.
9. Maintains a professional level of customer service response, enabling stakeholders and promoting high levels of service delivery.
10. Works with management information, and data analytics to enhance and improve presence management, workforce planning and other areas of HR, and thus the effectiveness of the service.
11. Ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
12. Maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies at all times.
13. Undertake to carry out any such duties, as may from time to time, be agreed and directed by the Assistant Chief Fire & Rescue Officer, which are commensurate with the grade.

Special Features:

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Additional Information for Job Evaluation

**BUDGETS DIRECTLY
RESPONSIBLE FOR:**

N/A

**BUDGETS INDIRECTLY
RESPONSIBLE FOR:**

N/A

**NUMBER OF
EMPLOYEES
RESPONSIBLE FOR:**

N/A

**QUALIFICATIONS AND
EXPERIENCE
REQUIRED:**

See Person Specification