

Job Description

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

Responsible To:	HR Manager
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people, Senior Leaders, Managers, Employees and Trade Union Representatives both internal and external to the organisation.
Purpose of Job: To act as a trusted advisor to senior leaders and managers in order to deliver the people strategy. To work with an assigned group, in order to provide daily HR guidance, coaching and support to achieve the People Strategy and HR Department Plan.	
Line Management of functions of: N/A	

Main Activities, Duties and Responsibilities:

1. To build and maintain effective stakeholder relationships with POD customers and wider partners locally and regionally, and promote effective employee relations with Trade Unions, Employee Groups and others. This will include visits to Fire Stations where required.
2. To provide advice and support to managers on all aspects of employee relations including (but not limited to) sickness absence, conduct, performance management, grievances and harassment and bullying cases, ensuring timely progression of such cases, in line with service policies and procedures, employment legislation and best practice guidance.
3. To work with the Human Resources Manager and Human Resource Business Partner to develop employment policies and procedures, ensuring LFRS has robust policies and procedures in place which comply with current employment legislation and Fire Service specific terms and conditions of employment.
4. Support the Recruitment Lead and work with stakeholders throughout the Service to manage, co-ordinate and deliver recruitment campaigns, where required.
5. Contribute to and report on progress of the Human Resources Department plan, in areas of responsibility. Play a role in the implementation of relevant Fire Standards, adopting NFCC best practice and Service Improvement.
6. Ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
7. Maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies at all times.
8. 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:

There is a high element of employee relations work within this role.

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

Budget Directly Responsible For:	N/A
Budget Indirectly Responsible For:	N/A
Number of Employees Responsible For:	N/A
Qualifications and Experience Required:	CIPD Level 5, or equivalent, or working towards