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| **Post** | Human Resources Assistant | **Post No** | HHUMRS030 |
| **Line Manager** | Human Resources Officer | **Location** | Headquarters, Shrewsbury |
| **Directorate** | HR and Development | **Section** | Human Resources |
| **Scale** | Grade 7 |
| **Hours** | 37 per week | **Status of Post** | Permanent |

**1 Job Purpose**

Subject to guidance from the Human Resources Officer, the post holder, as part of the team, will provide a full range of Human Resources services to all staff employed by the Fire Authority, offering advice and guidance to all employees on various aspects of HR related issues.

1. **Major Tasks**

To co-ordinate and oversee all aspects of the recruitment process for vacancies within the Fire and Rescue Service. Provide administration support and designated responsibility for aspects of wholetime recruitment campaigns.

To ensure that all data and documents relating to pay are correctly processed in an accurate and timely manner on the Human Resources Information System, in line with payroll and pensions deadlines.

To monitor and review Human Resources systems and procedures as required, under the direction and guidance of the Human Resources Officer.

To maintain the Human Resources Management Information System, ensuring that data is input regularly, that information is up to date, and assist/advise with the further development of the system and HR dashboard.

Contribute to and support the development and review of Human Resources policies and provide advice and guidance to employees and managers.

To ensure accuracy of the sickness control systems by daily updating the HR Management information system and ensuring data and records are correct, producing monthly updated return to work data for the absence management meeting and attending in the absence of the HR Officer.

Carry out employee absence management meetings acting as support and provide guidance to Managers.

To monitor the establishment changes and maintain and update data on the Human Resources Management Information System and attend establishment update meetings.

To complete HMI statistics, OH statistics, statutory returns and questionnaires on employee numbers and grades, and produce monthly and annual statistics on establishment levels.

To maintain details of terms and conditions of service, and to ensure employees are made aware of any changes and updates with regards to NJC national changes.

To maintain effective communication with the service’s Officers on Human Resources issues relating to wholetime and on call stations in relation to recruitment, payroll and pensions.

To administer the Job evaluation systems for employees under the guidance of the HR Officer and related administration.

To carry out specific Human Resources projects under the direction and guidance of the Human Resources Officer.

1. **Job Activities**
   1. **Payroll and Pensions**

Produce, process and input all relevant payroll documentation into the Human

Resources Information System for new employees and all existing employee

variations of contracts ensuring accuracy.

Liaise with the contracted payroll provider on all pay related issues to ensure

accurate procedures and processes are in place and attend payroll audit meetings.

Co-ordinate the annual CPD payment returns and associated administration support.

Liaise with the contracted pension support providers and the Pensions Officer on all pension related issues and provide administration support for the Firefighter pension schemes and the LGPS as required.

Process pension related administration joiner and leaver forms and support pension related employee communication exercises.

Ensure the starters, movers, leavers information is communicated to all relevant

departments and associated processes are followed.

Note taking for relevant meetings.

* 1. **Employee Resourcing**

Assist departmental managers on selection panel interviews at the appropriate level for both non uniformed and uniformed recruitment.

Prepare documentation for internal and external appointments within the Fire and Rescue Service, including advertisements; to co-ordinate interview and selection programmes and maintain the online recruitment platform and associated administration. Advise and guide managers regarding system.

Co-ordinate and oversee processes for all aspects of promotion interviews and provide support to the Development Officer for the career progression gateway (CPG) processes.

Administer and produce standard letters for temporary promotions, transfers and staffing variations in conjunction with appropriate line managers.

Co-ordinate paperwork and associated administration regarding discipline and grievance procedures, and provide support for note taking during investigations and hearings.

Attend open days, career events and recruitment days/evenings, assisting with interviews when required.

Administer the job evaluation process and operate the computerised system, ensuring fairness and consistency to all employees.

Provide advice and guidance to Managers and employees regarding use of the online MyView system.

Provide advice and guidance with regards to DBS checks ensuring information is retained in accordance with GDPR.

Provide support where required on our employee induction programme.

* 1. **Management Information**

Ensure all employee personnel records (computerised and manual) are accurately and securely maintained, in accordance with Service policy and the GDPR.

Manipulate reports and extract information using the HR Dashboard to report on HR and EDI data.

Maintain the annual leave management system for non uniformed employees. Monitor and review entitlements and provide advice and guidance for employees.

Authorise changes to employee personal information ensuring the HR

management information system is updated.

Ensure absence management related data is accurate and up to date and inputted on the management information system, such as fit notes, return to work information and sickness and modified duties data.

Monitor and maintain accurate attendance records relating to flexible working.

Coordinate work experience placements supporting Line Managers where required.

* 1. **Occupational Health**

Provide Occupational Health with accurate and updated establishment details regarding employee details.

Ensure Occupational Health referrals are completed and forwarded to

OH in a timely manner.

Provide administration support for meetings, minuting contract meetings and ensuring room bookings.

Organise and Monitor the recruitment medical process ensuring the Human Resources Officer is updated.

Monitor the fitness assessment process for uniformed employees, keeping in contact with the Fitness Advisor, and ensuring records are updated on the HR information management system. Report employee fitness concerns to the HR Officer and maintain accurate data.

Ensure non attendance at OH appointments are followed up and reported to relevant Line Managers.

Take notes at relevant meetings.

* 1. **General**

Distribute Human Resources section mail and deal with telephone enquiries and employee drop in enquiries.

Provide full administration support to the HR Officer.

# Other Tasks

To ensure that the Brigade policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.

To support the organisation in embedding the ‘core values’, strategic aims and corporate objectives.

To ensure all duties are carried out in accordance with the Authority’s ICT Security Policy.

To comply with the Health and Safety responsibilities set out in Appendix A to this job description.

To assist in the implementation of the Authority’s Service Plan and in the achievement of the objectives for the Authority as a whole.

Ensuring information is securely maintained and treated confidentially in accordance with Service policy, the General Data Protection Act and other Information Acts.

To make an effective contribution to the corporate aims of the Fire Authority.

Maintain administrative procedures and records in accordance with Service policy, orders and instructions including documenting and recording work activity.

Ensure that any defect of Service premises, accommodation, furnishings, vehicles fixtures and fittings are reported in accordance with specified procedures.

To become involved in and to respond effectively to the changing requirements of the Authority.

To carry out such other duties as may be directed, commensurate with the grading of the post.

1. **Status of job description**

8.1 Updated – August 2025

**Safety Responsibilities Appendix A**

**Individual Employees**

* Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
* Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended.
* Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
* Every employee must work in accordance with any health and safety instruction or training that has been given.
* No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
* Every employee is required to bring to the attention of their supervisor/manager any hazard or perceived shortcoming in our safety arrangements.
* Every employee must report any near miss, accident or dangerous occurrence that they witness or are involved in.
* All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained.
* Every employee must observe correct manual handling techniques when lifting carrying or moving a load.
* Every employee must follow the Brigade General Health and Safety Rules.

**Person Specification**

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|  | **Essentials** | **Desirable** | **Method of Assessment** |
| Qualifications (or equivalent skills) | 3 GCSE’s at Grade 4 or above, or equivalent, to include English Language.  CIPD HR Level 3 Diploma (or equivalent) | Working towards a Level 5 HR qualification | Application form  Interview |
| Work Experience | Proven experience of working in a busy office environment.  Proven experience of working in a HR related role.  Experience supporting recruitment and selection processes  Experience supporting HR policy implementation or employee relation cases | Previous office experience gained within Local Government or a Fire Service.  Experience with data analysis or HR metrics  Experience liaising with OH providers or managing health related HR processes | Application form  Interview |
| Skills | Knowledge of Microsoft office software packages.  Knowledge of employee/HR management information systems.  Understanding of payroll and pension processes  Able to communicate confidently, clearly and effectively with members of staff at all levels. | Understanding of GDPR  Knowledge of ResourceLink Management System  Knowledge of talent link recruitment system or equivalent | Interview  Job related tests |
| **Personal Qualities** | Able to work as part of a team  Understand the requirements for confidentiality. |  | Application form  Interview |
| **Special Factors** | Willing to occasionally work outside normal office hours including weekends if required. |  | Application form  Interview |