



Protecting local  
communities

## Head of Human Resources

**37 Hours per week**

**Salary £43,662 - £47,847 (starting salary £43,662)**

### **Training & Administration Hub, Queens Meadow Business Park, Hartlepool**

We are looking to appoint a Head of Human Resources who will lead and manage the delivery of a modern, professional, and responsive HR service, to support the Fire Authority achieve its goal of 'A Proud, Passionate, Professional and Inclusive Workforce'.

This is an exciting opportunity to be part of a leading, forward thinking and high performing Fire and Rescue Service. Cleveland Fire Brigade (CFB) is one of the top performing Fire and Rescue Services in England.

The successful candidate will be innovative and forward thinking, with strong leadership skills to engage, enable and motivate others both within the organisation and externally whilst ensuring that action by, and advice from, the HR team is compliant with current legislation, regulations and relevant guidance.

Working with staff, managers and representative bodies you will champion positive employer-employee relationships to promote a positive, healthy and inclusive workforce culture across the organisation through an appropriate style of HR service provision.

You will be joining a proud, passionate, professional and inclusive team and will have access to a range of benefits including:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms
- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

Further details can be obtained in the vacancies section on our website

[www.clevelandfire.gov.uk](http://www.clevelandfire.gov.uk)

We are keen to hear from anyone with the ability to do this job and help us achieve a diverse workforce that represents our communities.

For an informal discussion about the role please contact Chris Chisholm, Senior Head of People on 07889 059686.

**The deadline for applications is 17:00 hours on Thursday 27<sup>th</sup> August 2020**

**Dates for noting:**

Closing date:	27 <sup>th</sup> August 2020
Notification of shortlist:	31 <sup>st</sup> August 2020
Interview (including presentation):	10 <sup>th</sup> & 11 <sup>th</sup> September 2020

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black or Minority Ethnic Backgrounds (BME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are registered as disabled as these groups are currently underrepresented within our workforce.



## Job Description and Person Specification

# Head of Human Resources: Grade I

---

## Job Description

Role Title	<b>Head of Human Resources</b>	Reporting to	<b>Senior Head of People</b>
Location	<b>Administration and Technical Hub</b>	Role/Grade	<b>Grade I</b>

### Purpose of the Job

The purpose of this job is to ensure the provision of a modern, professional and responsive HR service which effectively and efficiently delivers the core HR service functions of resourcing, employee relations, equality, occupational health and establishment to support the Chief Fire Officer in delivering a professional and inclusive fire and rescue service.

## **Key Duties and Responsibilities**

### **Corporate**

- 1.1 To be an Ambassador of the Fire Authority by engaging and working with Partners, Communities and Staff and promoting its vision, goals, priorities and values
- 1.2 To champion continuous improvement and efficiency, and achieve improved value for money and high-quality outcomes for the residents of Teesside
- 1.3 To be responsible and accountable for the performance and achievement of the Authority's corporate objectives through the effective management of functional teams and continuous self-development
- 1.4 To support the Senior Head of People to manage change in a constructive and positive climate of strong employee relations with representative bodies
- 1.5 To operate within a stringent corporate governance framework maintaining the highest standards of conduct and ethics
- 1.6 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, training and education, health and safety, and health and wellbeing strategies
- 1.7 To be a proactive member of the Brigade's Corporate Sounding Board demonstrating high levels of personal performance and commitment
- 1.8 To represent the Authority and its Brigade at key local, regional and national events to enhance and support the reputation of the Authority as a progressive organisation and raise the civic awareness of the wider role of Cleveland Fire Brigade
- 1.9 To ensure compliance with the Data Protection Regulations
- 1.10 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.11 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

## Functional

1.12 Under the direction of the Senior Head of People to:

**To manage, maintain and deliver the following Human Resources Services:**

- **Employee Health and Wellbeing:** the Brigade's Employee Health and Wellbeing Framework including the delivery of a comprehensive occupational health service, fitness and wellbeing, absence monitoring and management of cases (including management of cases from initiation to conclusion and the adherence and compliance to procedures and timescales), external accreditation i.e. Better Health, Oscar Kilo, etc.
- **Employee Relations:** including conflict management, grievance and disciplinary matters (including management of cases from initiation to conclusion and the adherence and compliance to procedures and timescales), problem resolution, trade union matters
- **Employee Resourcing:** including workforce planning, recruitment, selection and promotion (including statistical analysis of recruitment campaigns/processes etc.), talent management, terms and conditions, retirement, redundancy and other leavers
- **Employee Pensions:** the provision of pensions administration to the Authority for the Local Government and Firefighter Pension Schemes
- **Equality Diversity and Inclusion :** the Brigade's Equality, Diversity & Inclusion policy and strategy including People Impact Assessments, Allies and Focus Groups, Networks, external accreditation i.e. Stonewall, Disability Confident, etc.

1.13 **To monitor, manage and report on performance indicators aligned to the Brigades performance management framework, and against all internal and external contracts associated with the provision of the above services**

1.14 **To attend forums/meetings as required e.g. Employee Health and Wellbeing Board; Equality, Diversity and Inclusion Forum**

1.15 **To assist the Senior Head of People to develop and implement HR policies and procedures ensuring that they are legally compliant and up to date**

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

## **Role Map**

In addition to the general qualities required of a Head of Section, the post holder is subject to some aspect of the Fire and Rescue Service Group Manager Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- EFSM6: implement organisational strategy
- EFSM9: implement and manage change in organisational activities
- EFSM10: plan and implement activities to meet service delivery needs
- EFSM11: determine effective use of physical and financial resources
- EFSM13: select required personnel
- EFSM14: manage the performance of teams and individuals to achieve objectives
- EFSM15: develop teams and individuals to enhance work based performance
- EFSM16: manage yourself to achieve work objectives
- EFSM17: advise on development and implementation of quality policies
- EFSM18: implement quality assurance systems
- EFSM19: monitor compliance with quality systems
- EFSM22: develop information systems to support service delivery objectives
- EFSM23: agree project plans to meet specific objectives
- EFSM24: coordinate projects to achieve objectives

## **Values and Behaviours**

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

## **Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the 'Green Book Office Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

## Person Specification

Category	Criteria	Measure
<b>Qualifications Competences</b>	• Degree level qualification in Human Resource Management or equivalent (such as Employment Law) (E)	AF
	• Qualification in Leadership & Management (D)	AF
	• Current professional membership of the Chartered Institute of Personnel and Development (D)	AF
	• Qualification in Mediation (D)	AF
<b>Experience</b>	• Experience of working at a senior level within a Human Resource field (E)	AF/I
	• Have previous experience of working within the public sector/with local government terms and conditions or multi-site, multi-disciplinary organisation (D)	AF/I
	• Experience of planning and leading organisational strategy through effective decision-making and analysis of risk (E)	AF/I
	• Successful track record of driving and managing change (D)	AF/I
	• Experience of using innovative approaches to delivering services taking a broad view of stakeholders and partners and capitalising on the opportunities that presents (E)	AF/I
	• Ability to advise and secure the commitment of senior management on the best HR approach for the overall benefit of the Brigade (E)	AF/I
	• Support the development of a positive, healthy and inclusive workforce culture across the organisation through an appropriate style of HR service provision embedding an approach of openness, transparency and trust (E)	AF/I
<b>Skills, Knowledge and Aptitudes</b>	• Ambitious, forward thinking, innovative (E)	AF/I
	• Exceptional interpersonal skills (E)	AC/I
	• Ability to produce detailed reports and policies etc. (E)	AC/AF
	• Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E)	AF/AC/I
	• Effective communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations, industrial relations and with the media, both orally and in writing (E)	AF/I
	• Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E)	AF/AC/I
	• Commitment to continuous professional development (E)	AF/AC/I
	• Prepared to work flexible (E)	AF/I
<b>Skills, Knowledge and Aptitudes</b>	• Well-developed analytical skills with a proactive approach to problem identification and solving including complex management issues (E)	AF/AC/I
	• Strong commitment to learning and development to improve organisational effectiveness (E)	AC/I
	• A high degree of personal integrity (E)	AF/I/R
	• Commitment to continuous professional development (E)	AF/I
<b>Other</b>	• Ability to meet the Service's medical requirements ( E)	AF
	• To possess a full current driving licence, or access to a means of	AF

	mobility support (D)	
--	----------------------	--

**Key Criteria**

- E = Essential
- D = Desirable
- AF = Application Form
- AC = Assessment Centre
- I = Interview
- R = References
- C = Certificate