**WEST YORKSHIRE FIRE AND RESCUE SERVICE**

# JOB DESCRIPTION.

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| **POST TITLE:** | Employee Resources Team Officer. |
| **GRADE:** | Grade 6. |
| **RESPONSIBLE TO:** | Employee Resources Team Manager.  |
| **RESPONSIBLE FOR:** | N/A  |
| **PURPOSE OF POST:** | To audit, monitor and maintain the efficient delivery and administration of operational staffing levels.To provide staff rostering support and training to all staff.To co-ordinate and administer workforce and establishment planning.To co-ordinate and administer Additional Responsibility Allowances. |

**MAIN DUTIES AND RESPONSIBILITIES.**

1. To monitor and support the deployment of operational staffing and attributes in accordance with relevant policies and guidance, to meet operational and Health and Safety requirements.
2. To monitor the retained duty system staffing levels and support availability through operational staff deployments and movements.
3. To monitor the Flexible Duty System Officers rota and support staff making changes to ensure that the correct number of officers and attributes are maintained in accordance with relevant policies.
4. To assist with the Business Continuity and Out of County administration and deployment processes.
5. To administer, select and deploy staff for Pre-Arranged Overtime & Recall to Duty in accordance with relevant policies.
6. To administer & maintain Specialist Rescue Team cover shifts and staffing levels.
7. To provide a staff support service staff for the current rostering system & facilitating upgrades, system maintenance and the ability to raise support tickets to the system provider.
8. To undertake auditing work within the current rostering system(s).
9. To upload, audit and assure Scale A, B and PHs leave quotas within the current rostering system(s). To also produce leave documentation & guidance for Grey Book staff.
10. To develop and deliver training and guidance to all staff members in relation to rostering/availability and Employee Resources policies.
11. To co-ordinate and administer workforce and establishment planning, vacancy management, staff transfers, and promotions.
12. To co-ordinate and administer flexible working arrangements and requests for Operational staff members.
13. To liaise with staff members regarding permanent and temporary staff movements, transfers, promotions, and redeployments.
14. To identify and implement temporary/development/promotion appointments and other moves, in consultation with the Group Manager Employee Resourcing.
15. To monitor and administer Additional Responsibility Allowances (ARA’s) for staff members and maintain watch/station/department ARA establishment.
16. To monitor and record Representative Bodies activity as per the Trade Union Facilities Agreement Policy.
17. To administer and record Statements of Fitness for certified sickness absences as per relevant policies & to facilitate and administer the reimbursement of leave for Grey book staff.
18. To monitor and administer modified duties and inform appropriate staff/departments as required.
19. To liaise with staff members, relevant line managers and Departments with regards Statements of Fitness and modified duties and confirm any necessary retraining for all staff as per relevant policies.
20. To work flexibly in relation to the role and the needs of the Service to provide adequate cover during the operating times as determined by management.
21. To work on the ‘Standby Scheme’ as required.
22. To produce relevant management reports e.g. in relation to operational staffing levels, sickness, absences, special leave etc.
23. To attend meetings, training and development events as determined by management.
24. To assist in the development and production of appropriate policy and guidance.
25. To deal with general enquires of a confidential, sensitive, and emotional nature and to give appropriate advice and support when required.
26. To develop and contribute to department aims and objectives.

**Second Area: -**

1. To Implement and promote the Authority’s:
2. Health and Safety policies
3. Equality and Diversity policies
4. Information Security Management System policies
5. Safeguarding policies
6. Business continuity policy and contingency arrangements.
7. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
8. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
9. Responsibility for ensuring any data produced in relation to the post is accurate and current.
10. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
11. Undertake any other duties commensurate with the grade of the post as directed by line management.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA.**

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application,’ will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience.** | **Essential/ Desirable.** | **Source.** |
|  | Experience of dealing with and implementing absence management policies. | Essential | Application & Selection Process |
|  | Experience of organising staff rotas. | Essential | Application & Selection Process |
|  | Knowledge & experience of IT system including ***Microsoft packages and*** networked office systems such as e-mail, appointments scheduling & file management. | Essential | Application & Selection Process |
|  | Relevant practical experience in evaluating and delivering training. | Desirable | Application. |

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|  | **Education and Training.** | **Essential/ Desirable.** | **Source.** |
|  | Educated to A level standard or equivalent level 3 qualification. | Essential | Application & Selection Process |
|  | Evidence of continuing professional development appropriate to the position.  | Desirable | Application |

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|  | **Special Knowledge and Skills.** | **Essential/ Desirable.** | **Source.** |
|  | **~~Knowledge of WYFRS Structure & Organisation.~~** | ~~Desirable~~ | ~~Application/~~~~Selection Process~~ |
|  | **~~Working knowledge of Microsoft packages.~~** | ~~Essential~~ | ~~Selection Process~~ |
|  | Knowledge of Gartan and Access HR systems. | Desirable | Application/Selection Process |
|  | Ability to work flexibly in relation to the needs of the post and provide commitment to the working arrangements. | Essential | Application & Selection Process |
|  | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential | Selection Process |
|  | Demonstrate an understanding of and ability to implement Health & Safety at work. | Essential | Selection Process |
|  | Excellent verbal and written communication skills. | Essential | Selection Process |
|  | Commitment to providing excellent customer service. | Essential | Application & Selection Process |
|  | Ability and commitment to maintaining absolute discretion when dealing with confidential and sensitive matters. | Essential | Application & Selection Process |
|  | Confident and resilient and able to make key decisions independently within your area of responsibility. | Essential | Application & Selection Process |
|  | **Attention to detail demonstrating an ability to manage data, audit and produce reports.** | Essential | Application & Selection Process  |
|  | To hold and maintain a current full manual valid UK car driving license. | Desirable | Application & Selection Process |
|  | The ability to provide advice, guidance, and training for staff members across all levels of the Organisation.  | Essential | Application/Selection Process |
|  | Demonstrate ability to work with and contribute to a team environment. | Essential. | Selection Process. |

Date assessed: 21st November 2018.

Grade updated following pay assimilation Jan 2020.

Date updated/written: August 2021.

Grade updated following new pay and grading scheme implemented September 2022.

Job Description reviewed and minor updates made January 2023.